



Searching the Boards and Commissions Resource Manual Using Adobe Acrobat or Reader


Alabama Department of Examiners of
Public Accounts



At the board and commission members training session, you received a disk with information pertaining to your training session. The disk contains an electronic copy of the resource manual and this presentation for using the manual, as well as a copy of the PowerPoint presentation from the training and copies of Adobe 6.0 and 7.0.

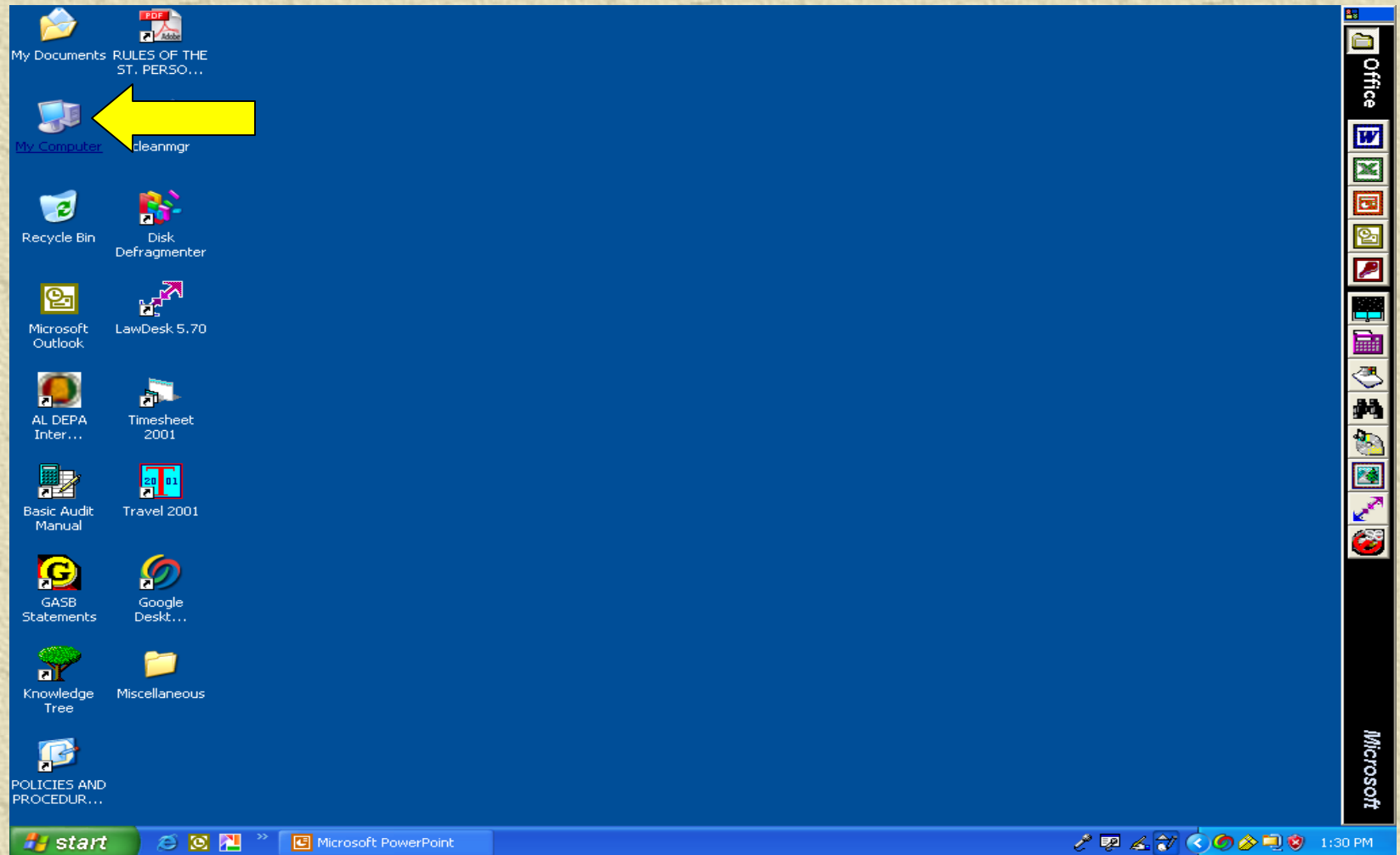


The Boards and Commissions training manual on your disk is in PDF format and requires either Adobe Acrobat or Adobe Reader for access. If you do not have Adobe Acrobat or Adobe Reader on your computer, you will need to install a copy of the program to access the manual. Windows 2000 and XP will require Adobe 7.0, and all other versions of Windows (95, 98, ME, etc.) will require Adobe 6.0.

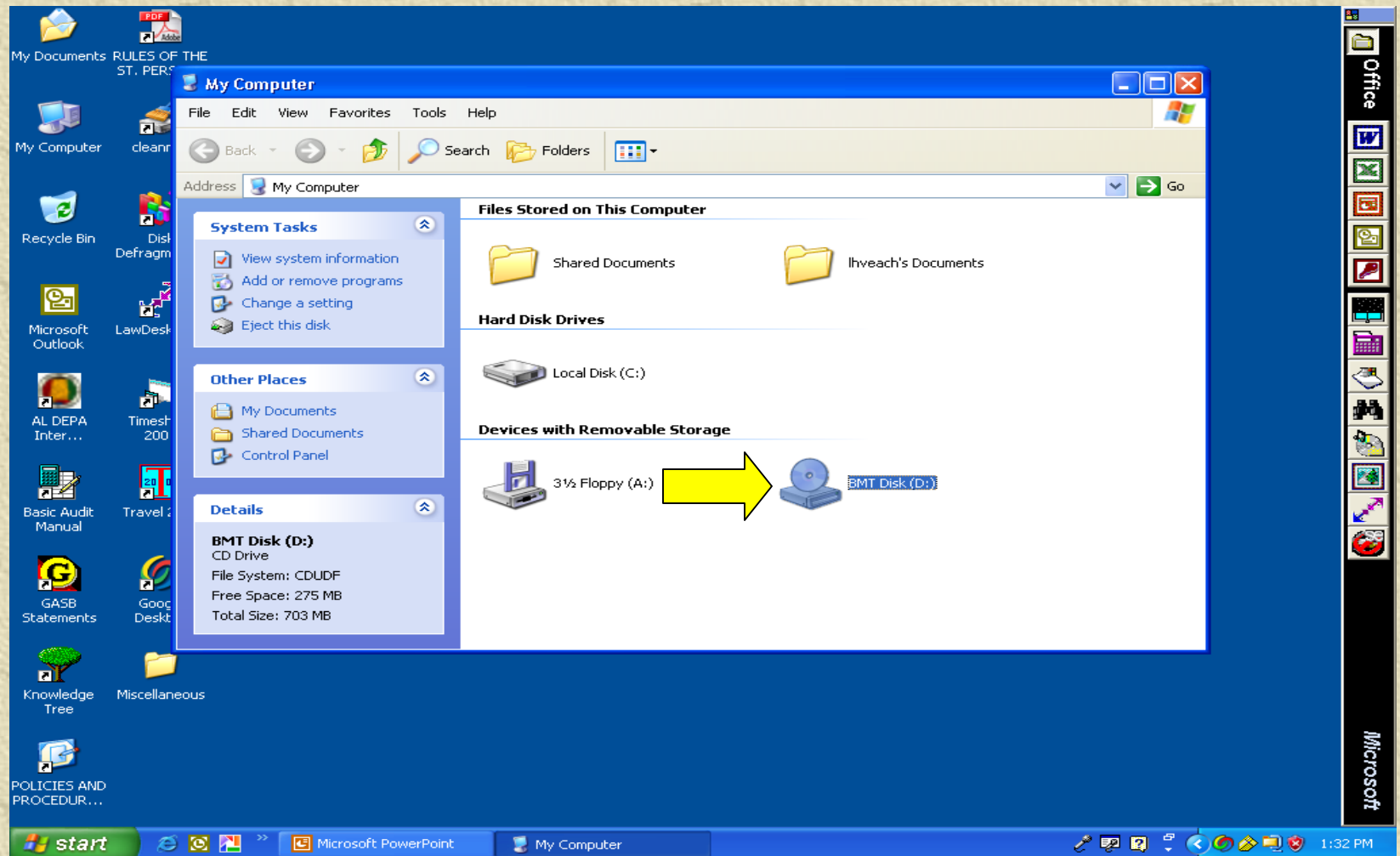


Once you have installed Adobe software on your computer, you can open, search, and read the boards and commissions resource manual from the disk you received during the training session.

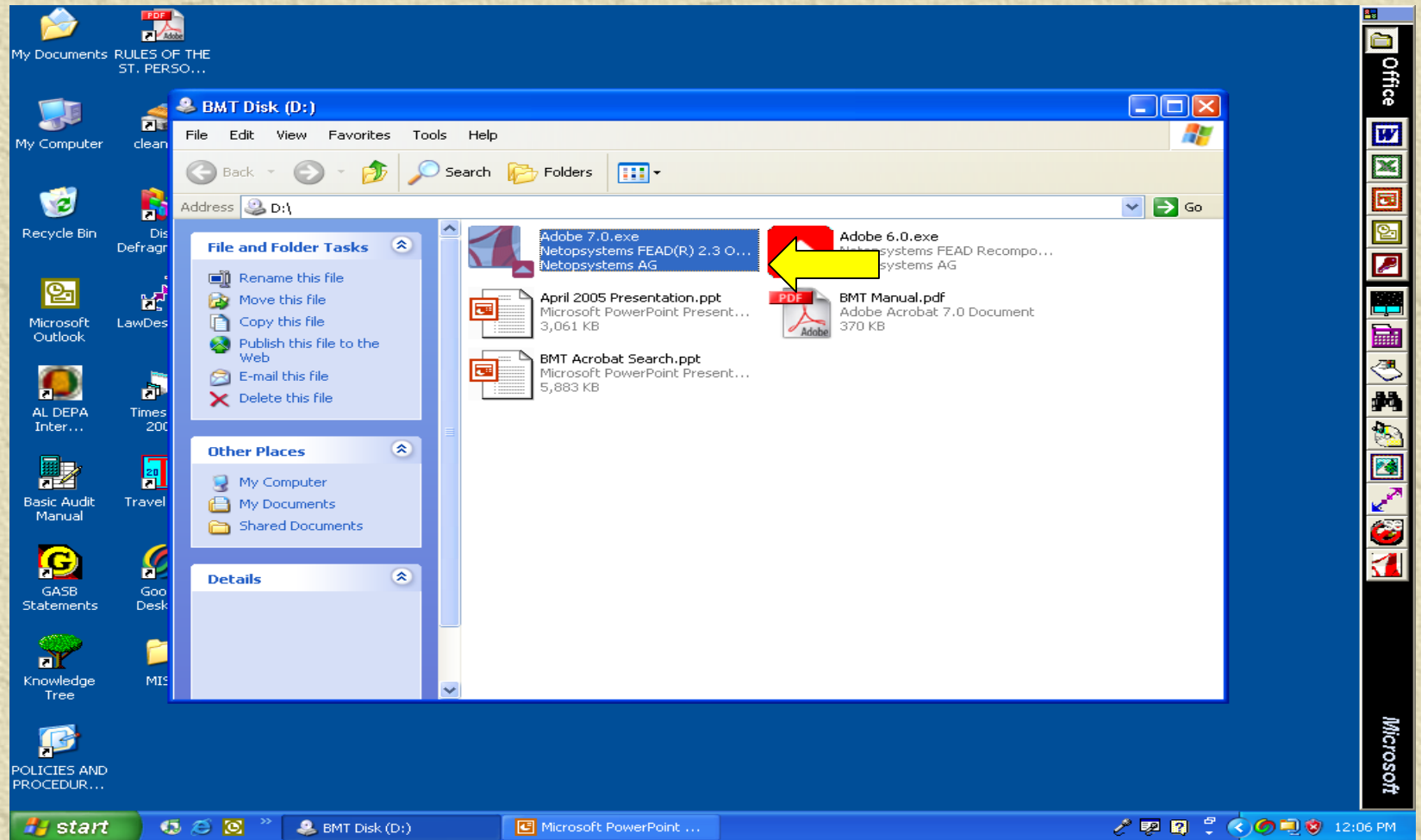
To install either version of Adobe, put your board training disk in the disk drive, and then click on “My Computer” on your desktop.



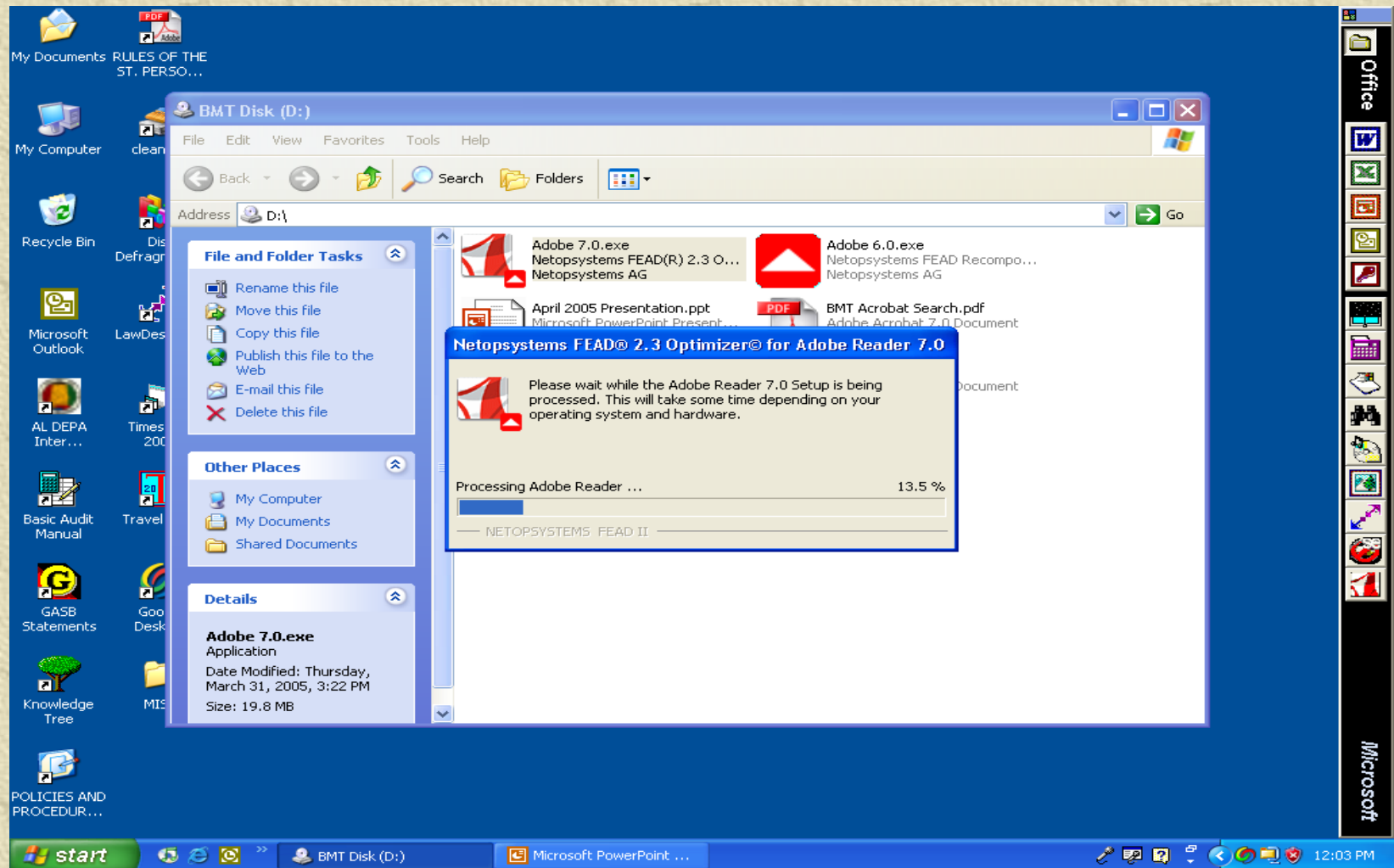
From the “My Computer” window, select the D: drive from the “Devices with Removable Storage” section.



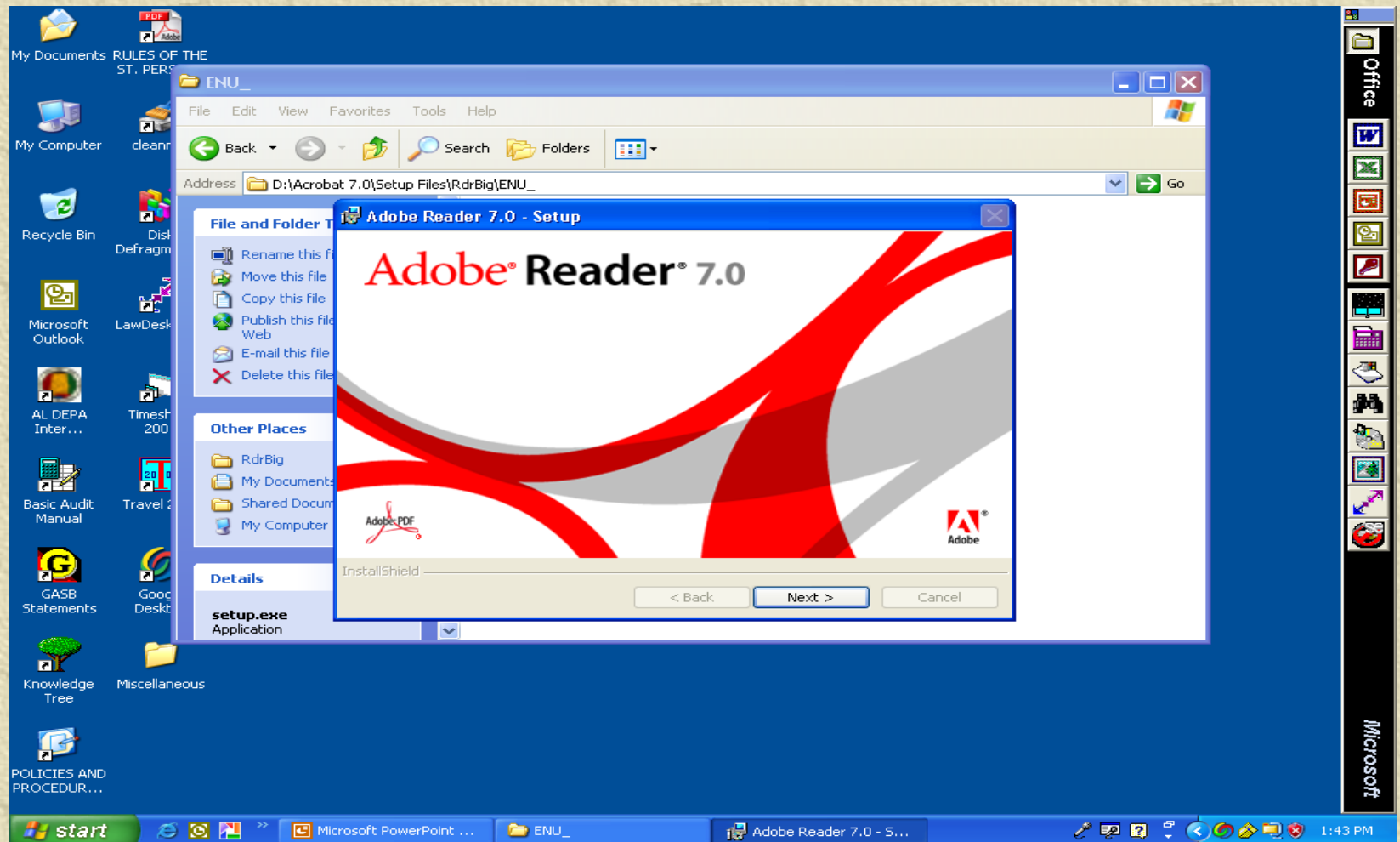
To install the Adobe 7.0 version, click on the
“Adobe 7.0.exe”
file.



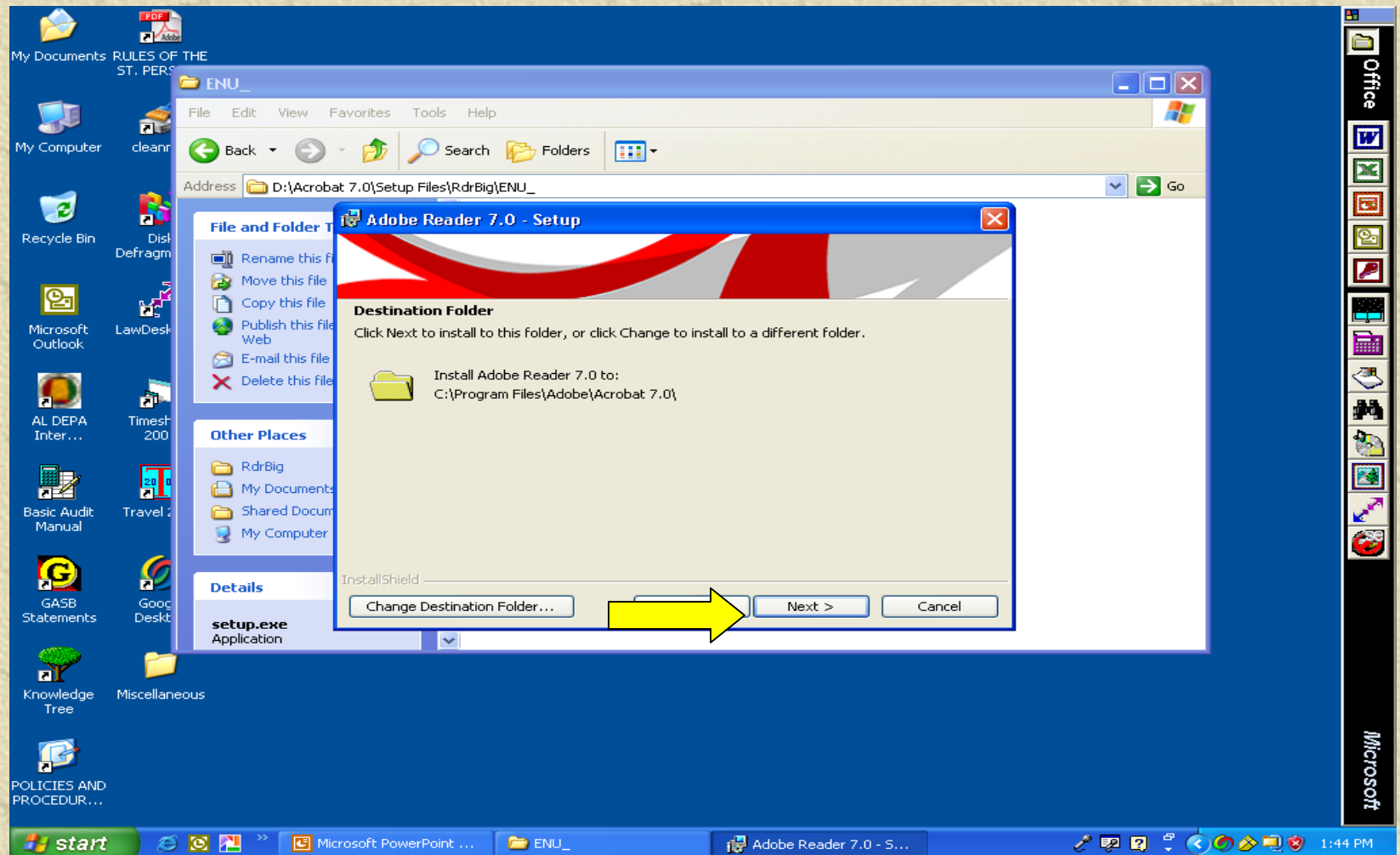
An optimizer will begin to start the installation process.



The Install Wizard screen will pop up and guide you through the installation process.

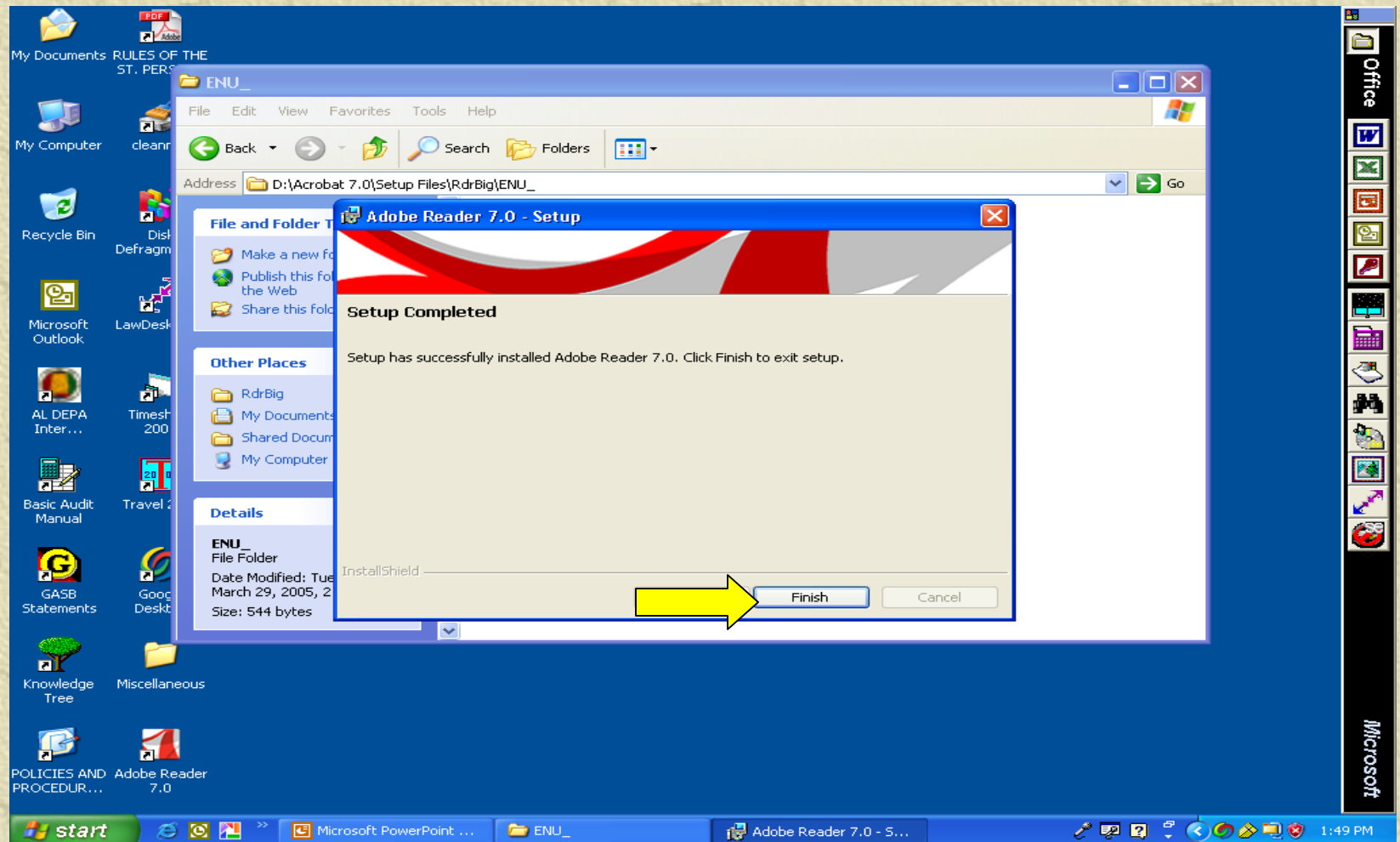


Continue to click the “Next” button until you get to the destination folder screen. Click “Next” to accept the default destination folder.

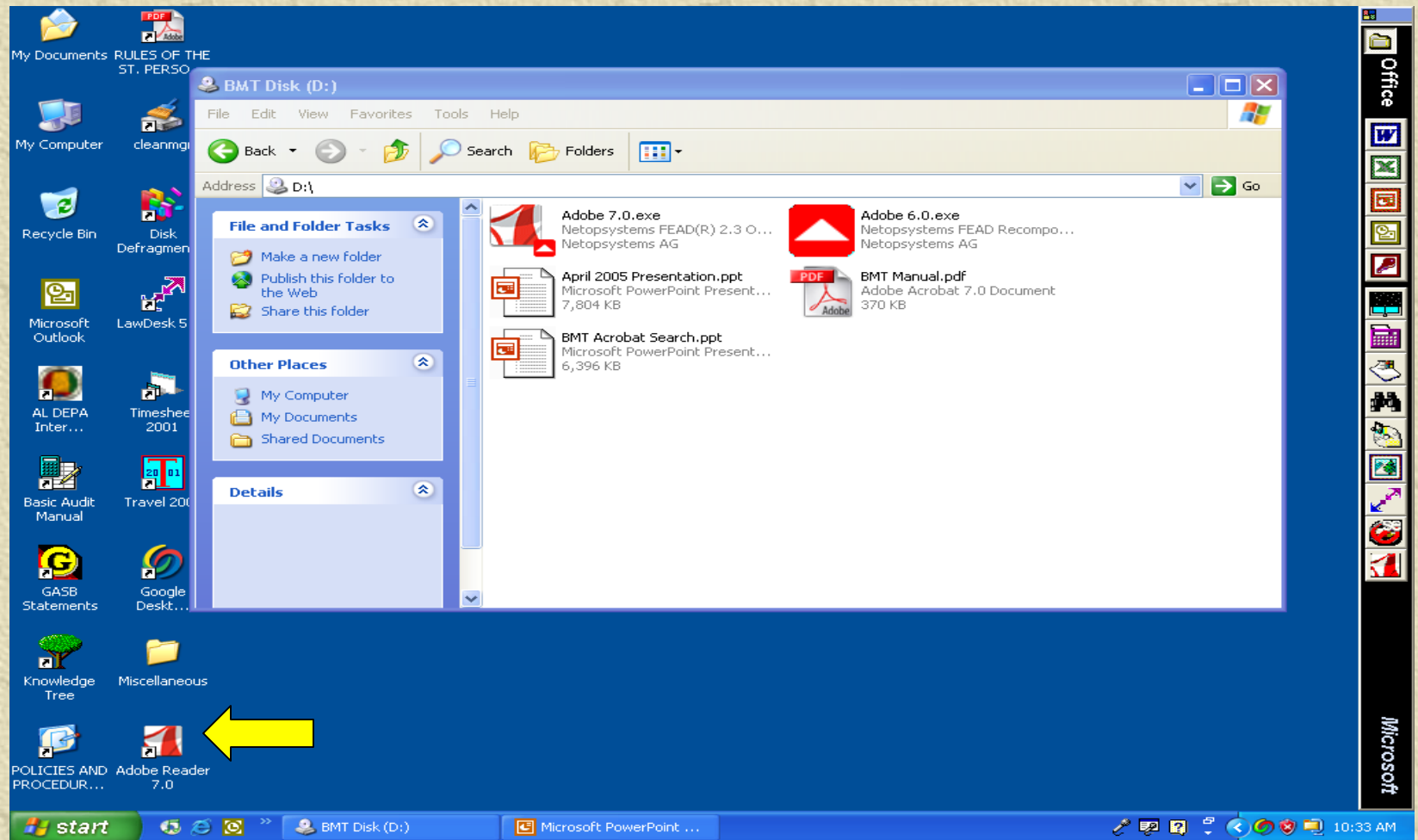




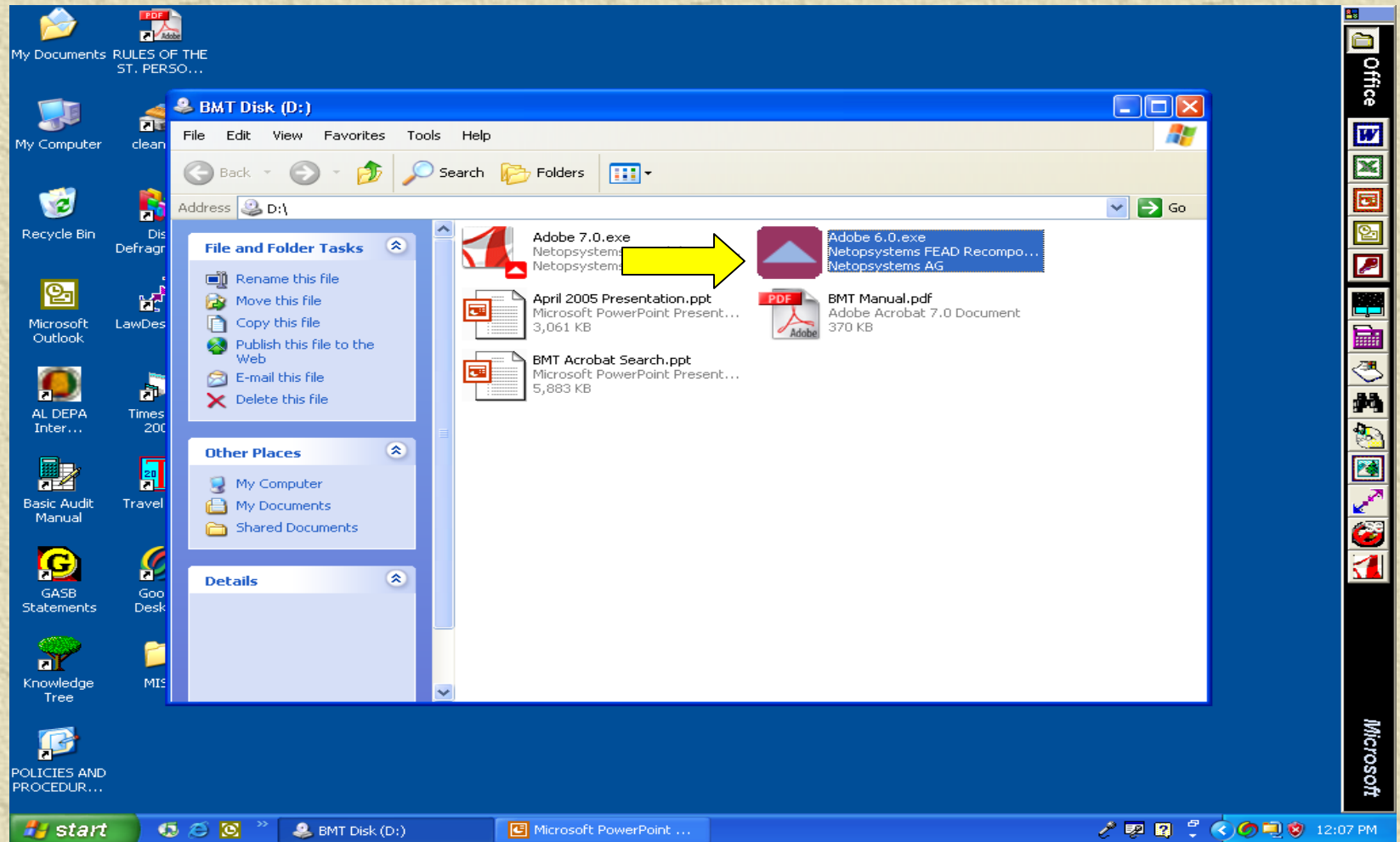
Click “Finish” to complete the setup process.



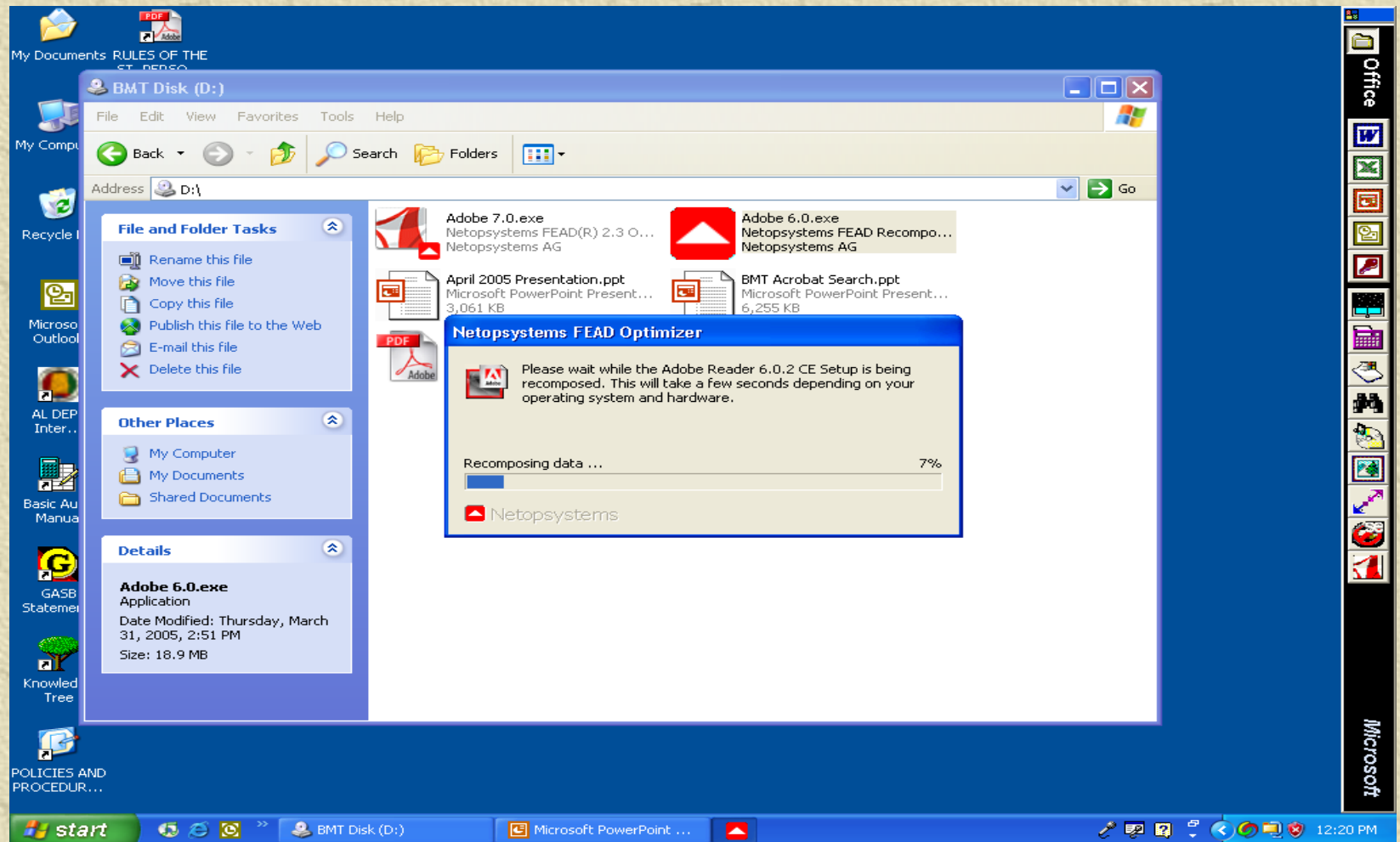
Close the D: contents window. You should be able to see the icon for the Adobe software you've just installed.



To install Adobe 6.0, click on the
“Adobe 6.0.exe”
file



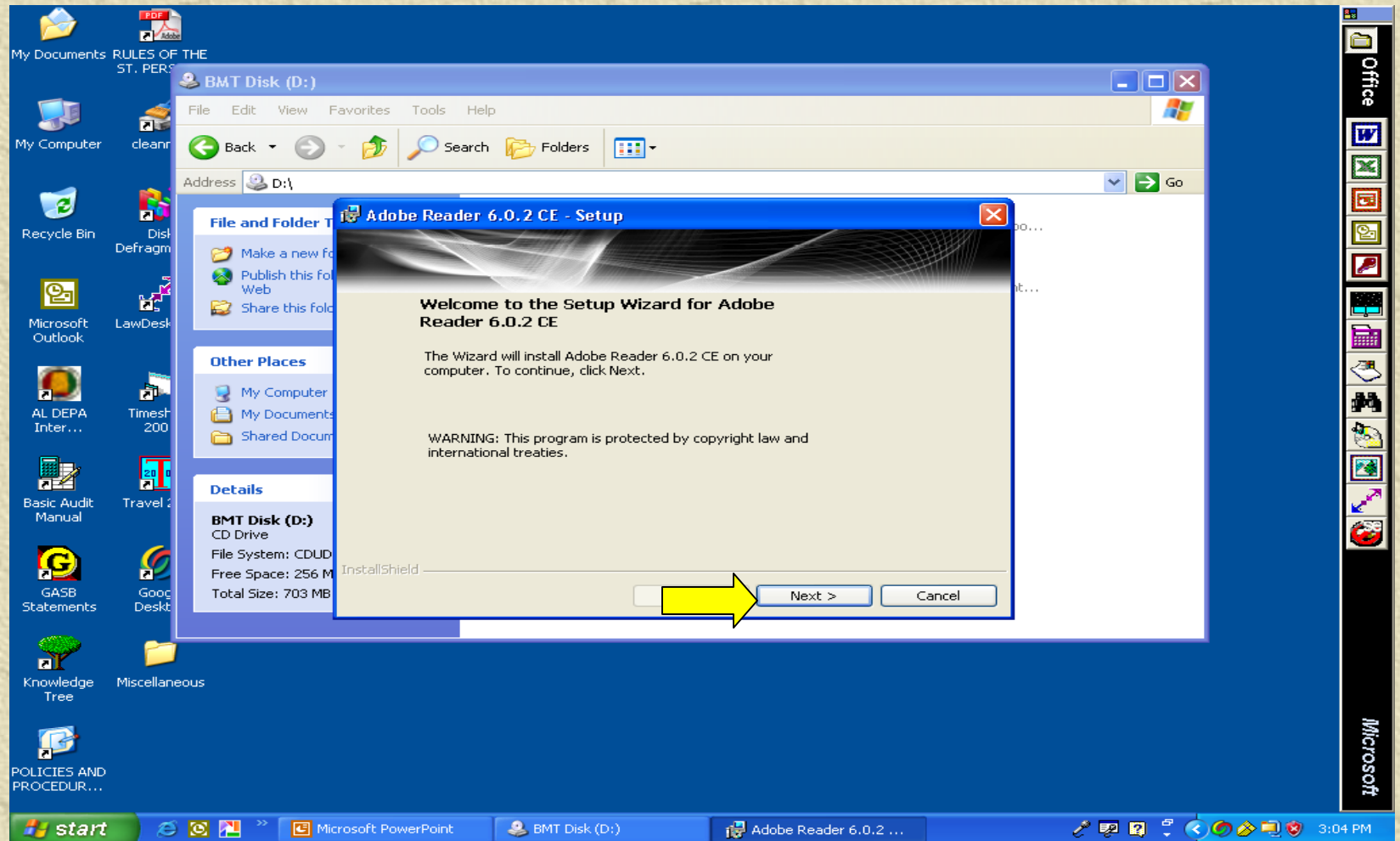
A screen will pop up, indicating that the program is beginning its installation process.



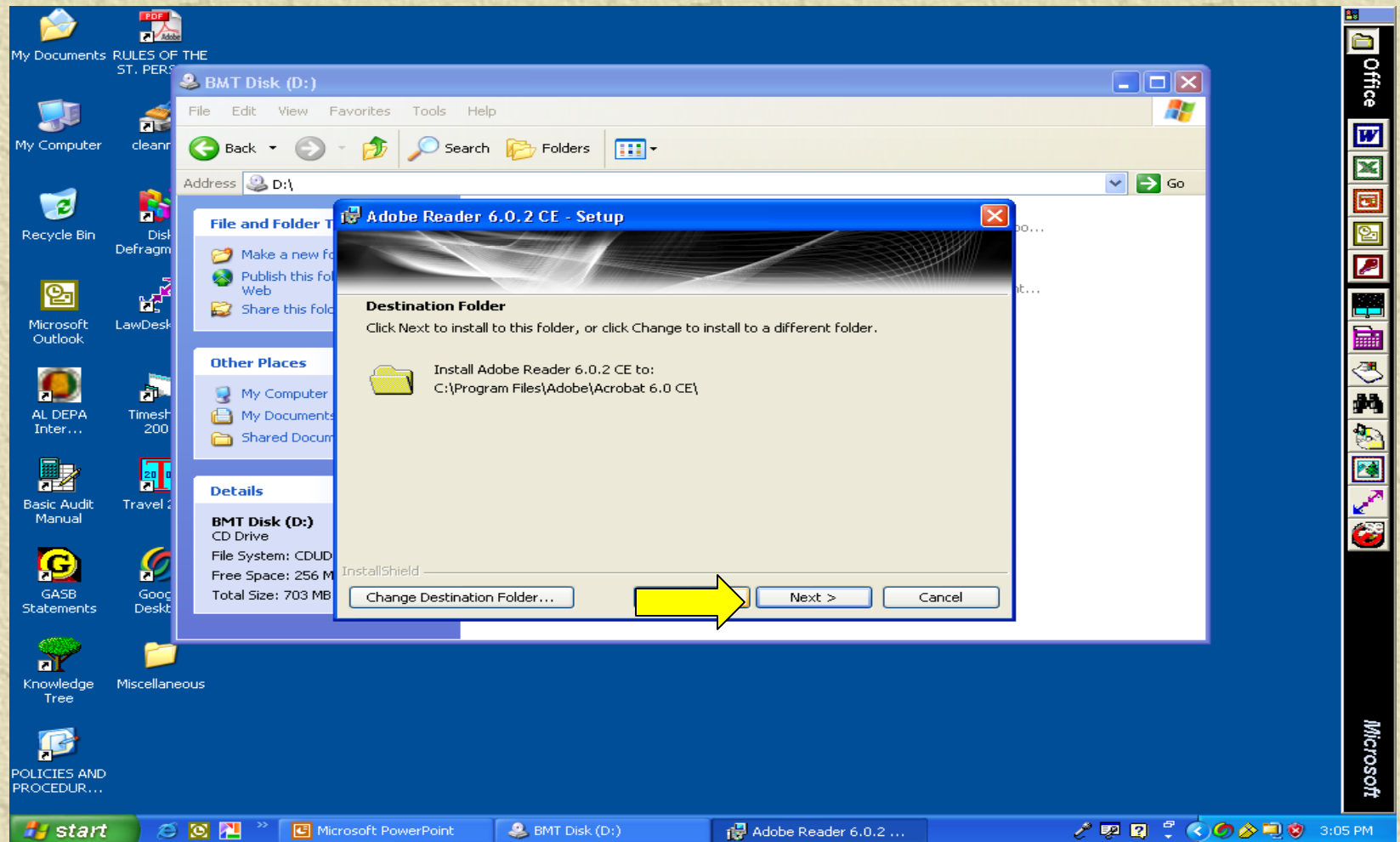
The Installation Wizard will pop up on the screen.
Click “Next” to begin installation.



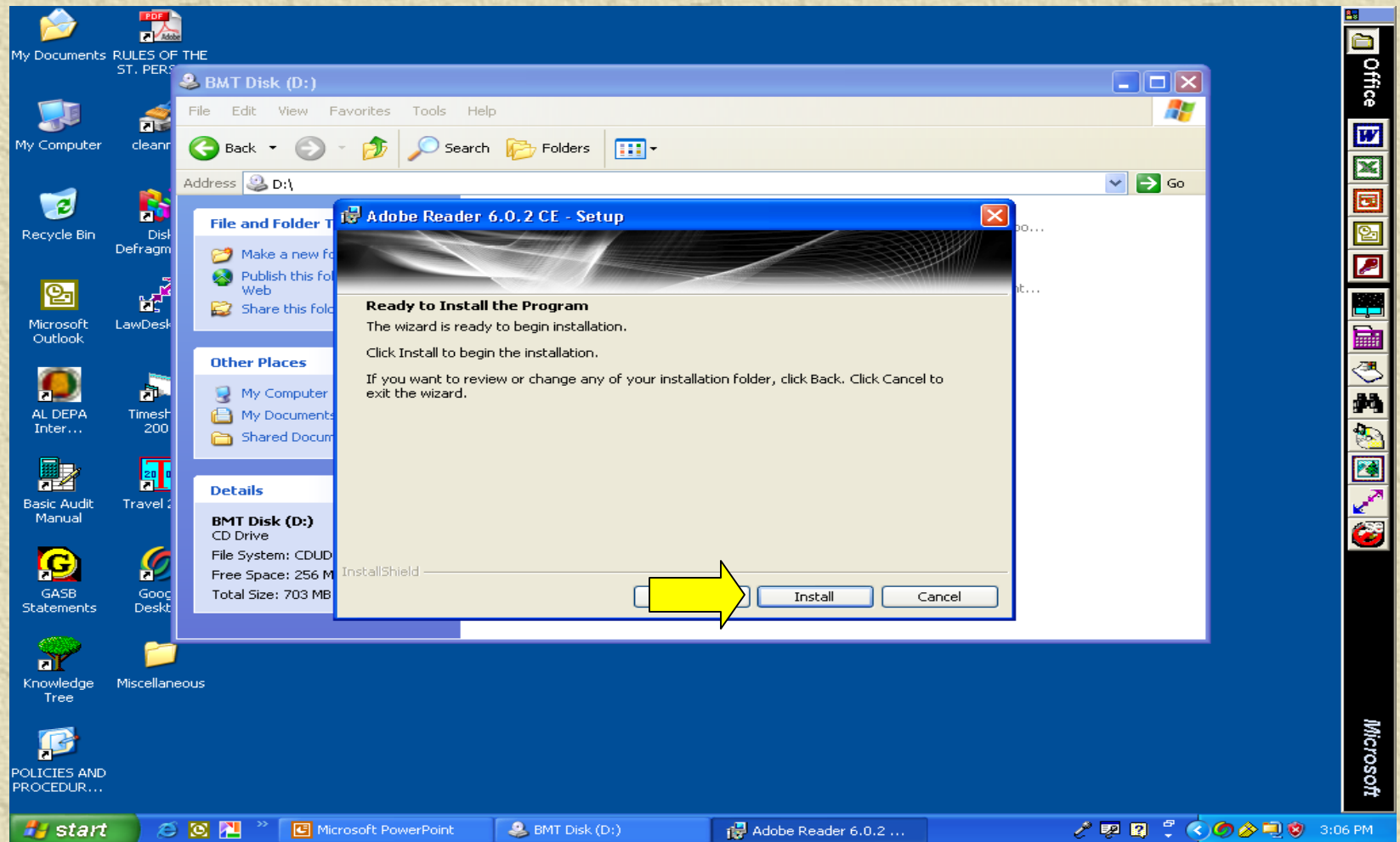
Click “Next” to move through the Installation Wizard.



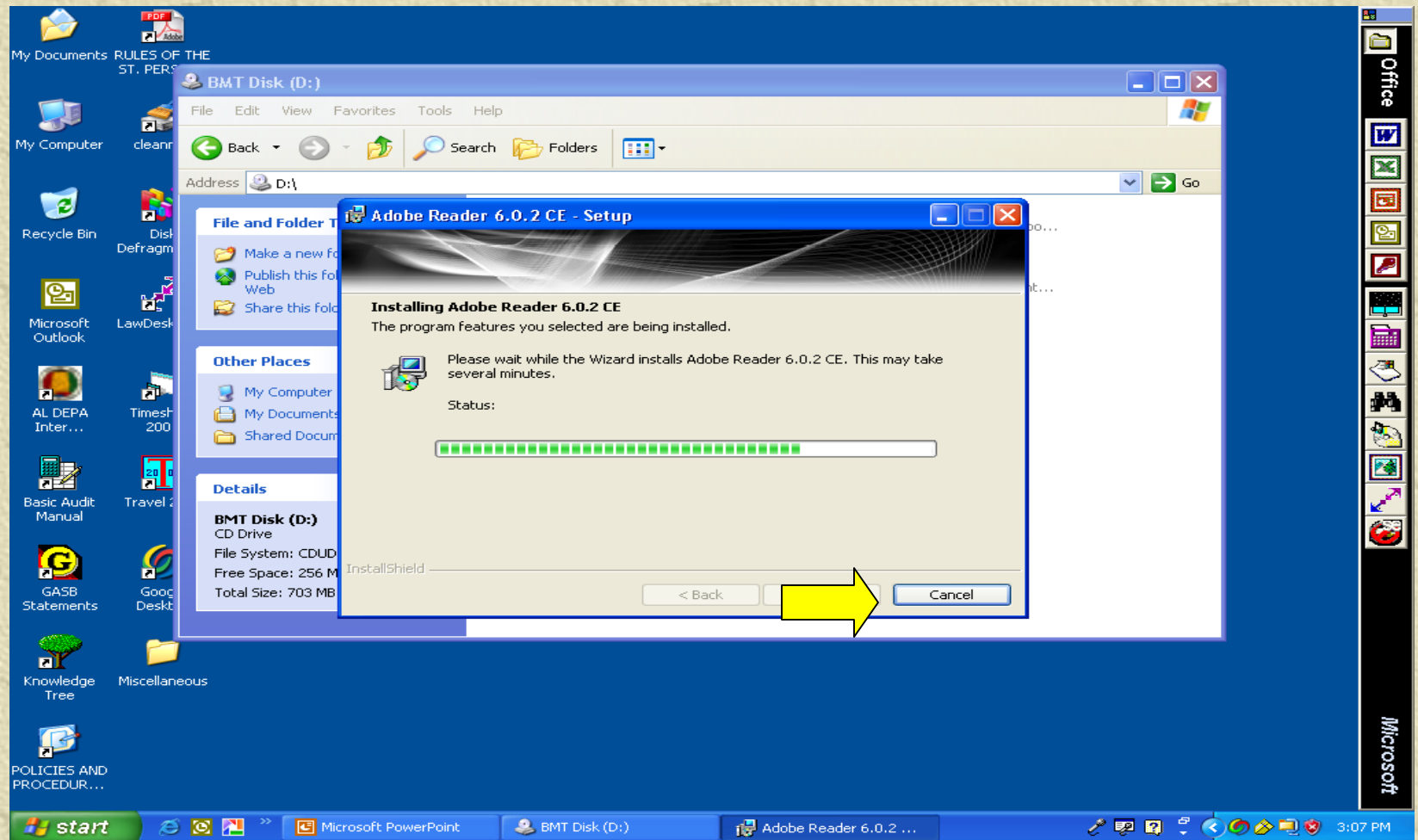
Click “Next” to accept the default destination location for the software installation.



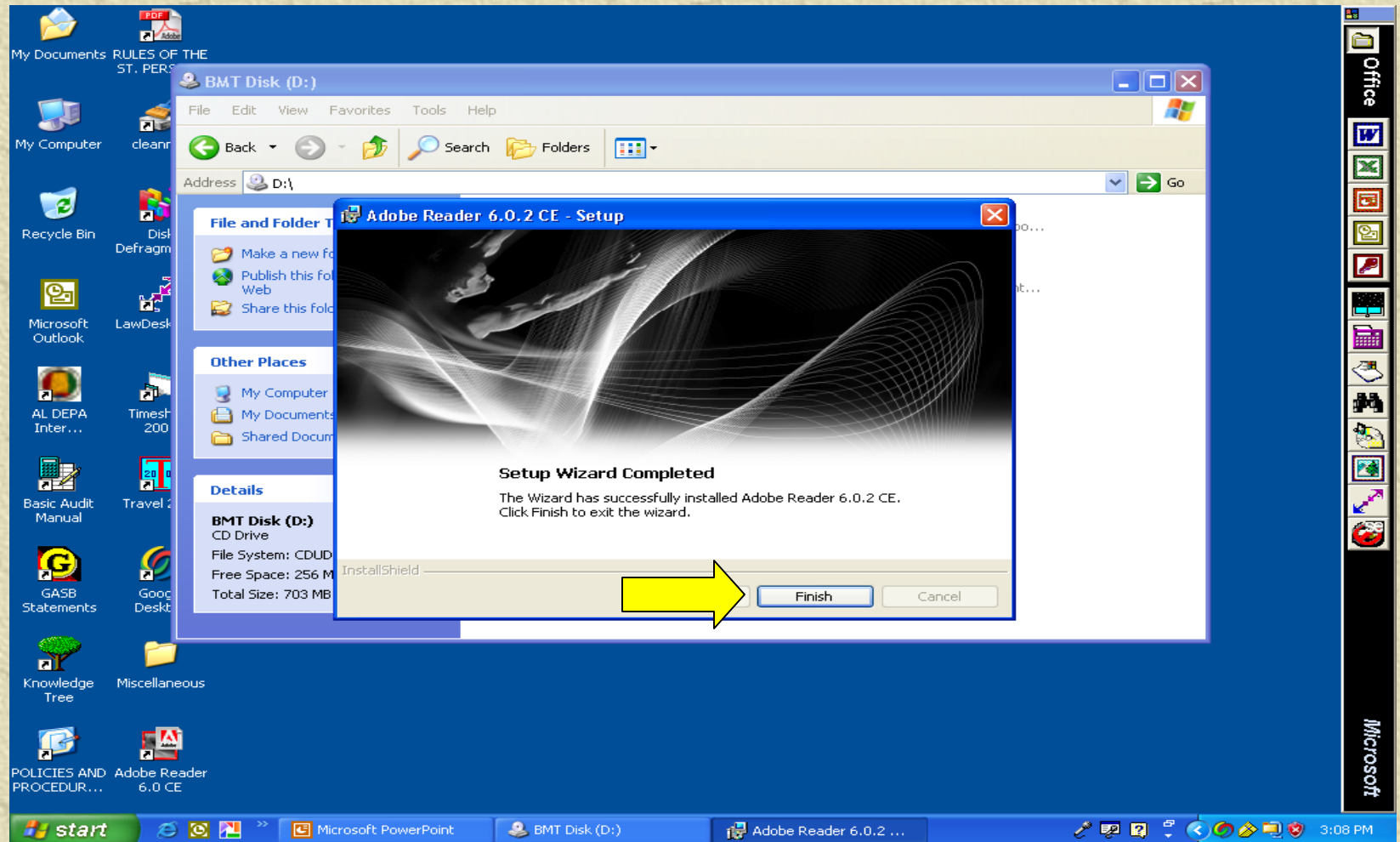
Click “Install” to begin installation.



Installation has begun, and can take several minutes.




Installation is complete. Click “Finish” to close the Installation Wizard.



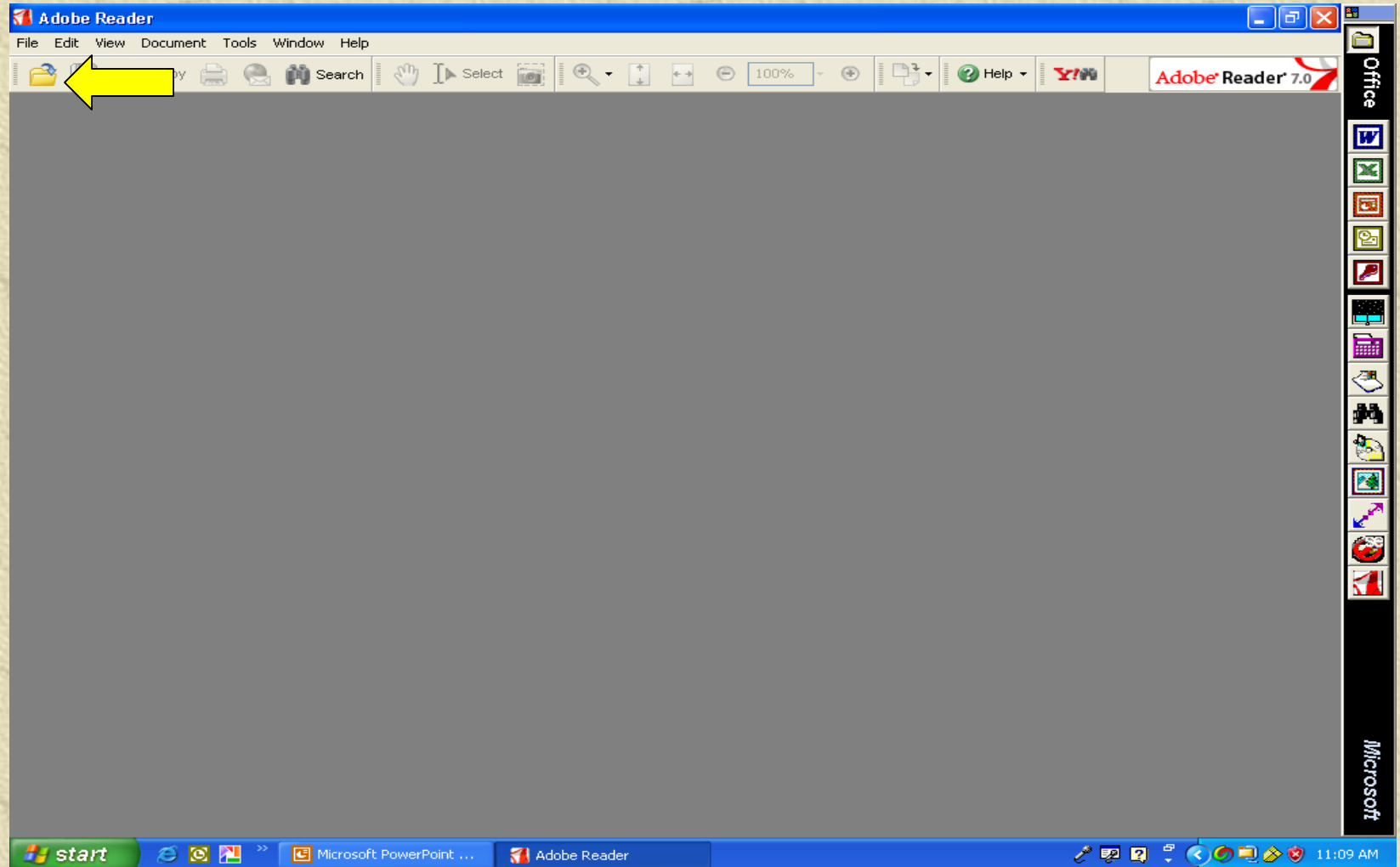
On the computer desktop, click on the icon for the Adobe software you installed.



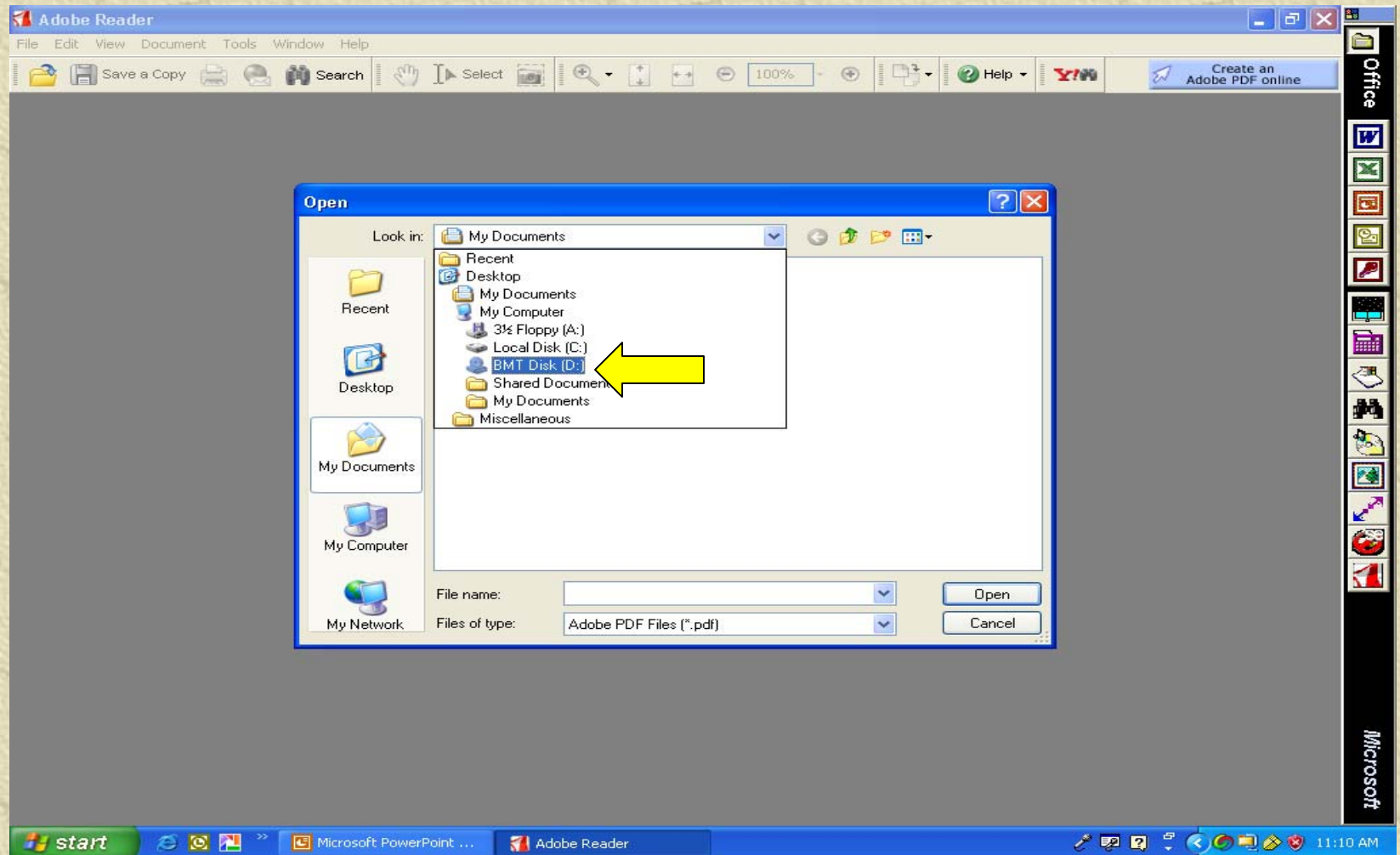


The first time you open the Adobe software, a Licensing Agreement will pop up. Read the agreement, and click “Accept” if you accept the terms of use and wish to continue working with Adobe. If you click anything other than “Accept”, you will not be able to use the software.

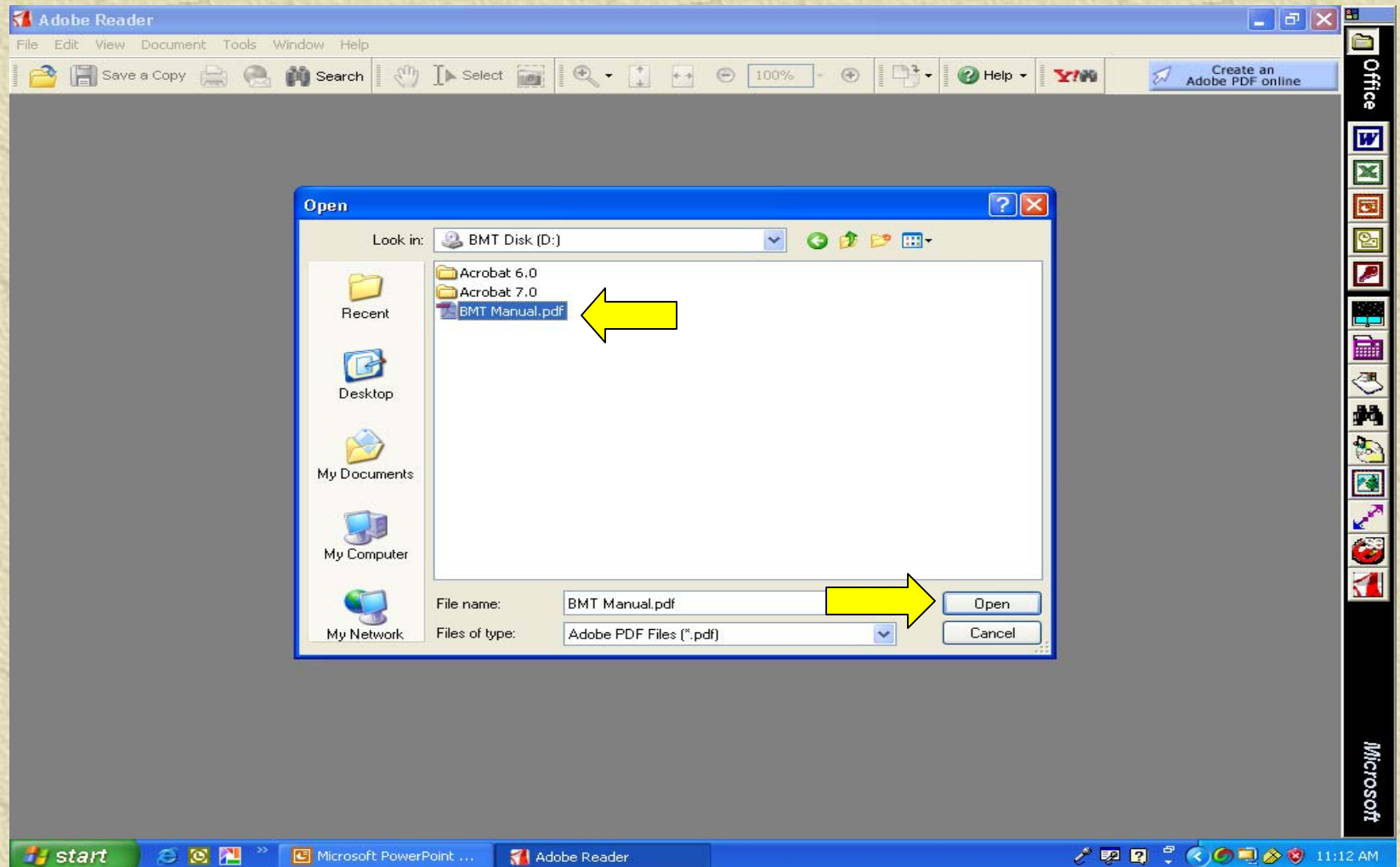
Click on the “Open File” button on the Adobe toolbar.



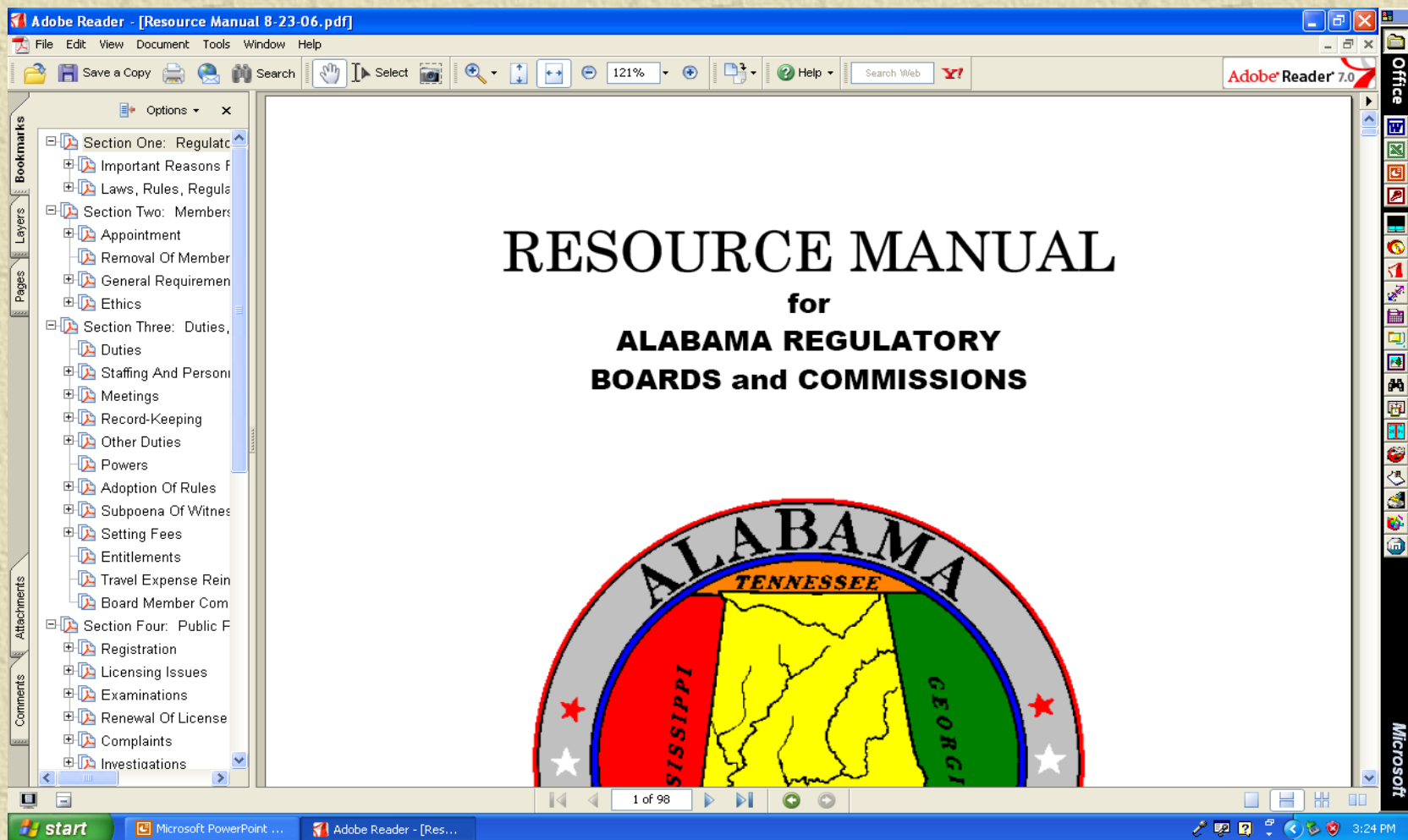
Click on the down arrow beside the “Look In” box and click to choose the D: drive from the list.



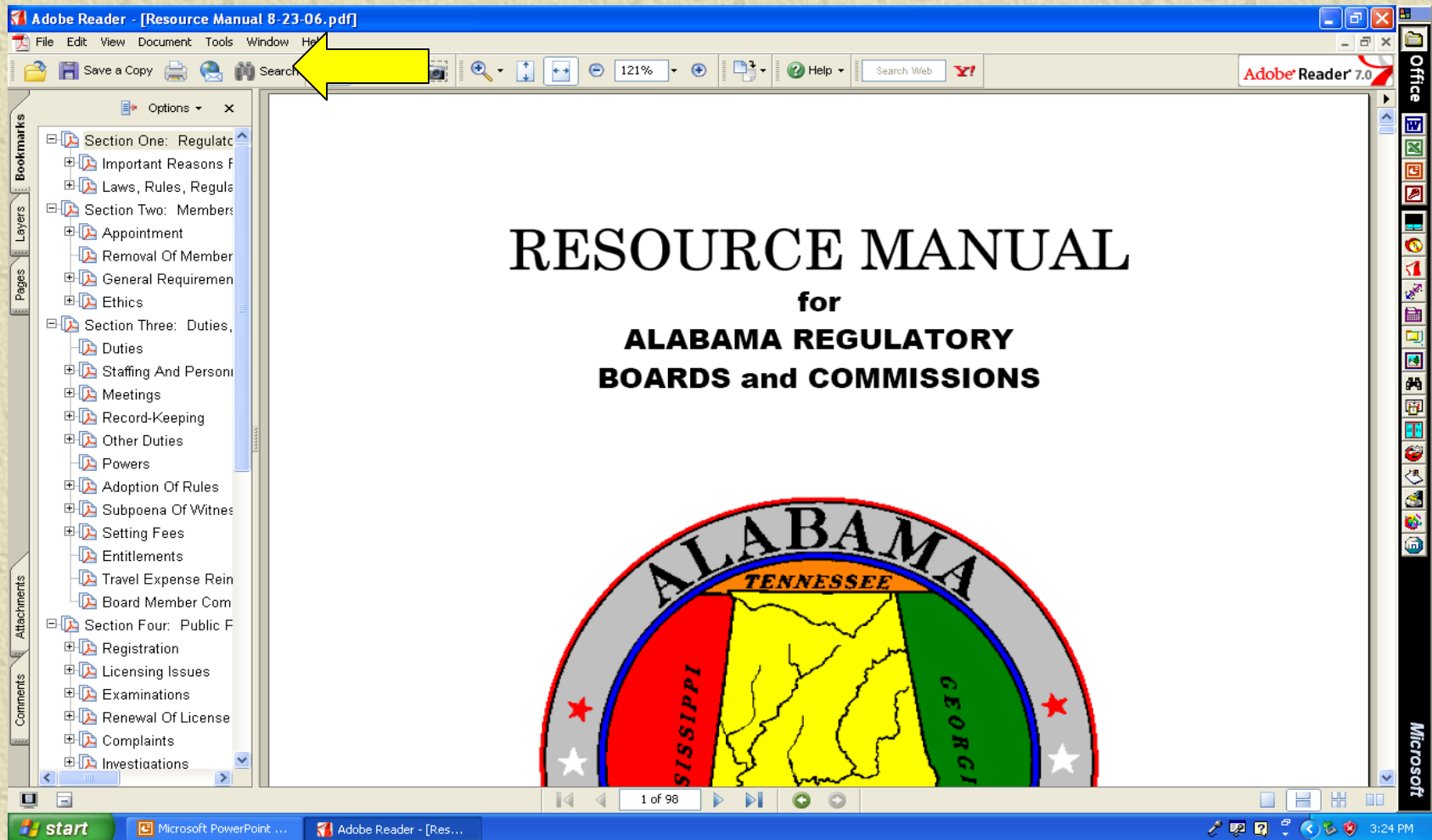
Choose the manual file from the list, and click the
“Open” button.



The boards and commissions training manual will be displayed on your screen.



Click the binoculars button labeled “Search”.



Type in the word or phrase you wish to find.

Adobe Reader - [Resource Manual 8-23-06.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 84% Help Search Web

Options

Section One: Regulatc

- Important Reasons F
- Laws, Rules, Regula

Section Two: Members

- Appointment
- Removal Of Member
- General Requiremen
- Ethics


Section Three: Duties,

- Duties
- Staffing And Person
- Meetings
- Record-Keeping
- Other Duties
- Powers
- Adoption Of Rules
- Subpoena Of Witnes
- Setting Fees
- Entitlements
- Travel Expense Rein
- Board Member Com

Section Four: Public F

- Registration
- Licensing Issues
- Examinations
- Renewal Of License
- Complaints
- Investigations

RESOURCE MANUAL
for
ALABAMA REGULATORY
BOARDS and COMMISSIONS



Search PDF

What word or phrase would you like to search for?
travel

Where would you like to search?

- ☒ In the current PDF document
- ☐ All PDF Documents in
My Documents

☐ Whole words only
☐ Case-Sensitive
☐ Include Bookmarks
☐ Include Comments

Search

Search the internet using Yahoo!
Use Advanced Search Options
Find a word in the current PDF document

1 of 98

start Microsoft PowerPoint ... Adobe Reader - [Res...

3:26 PM

Chose whether you want a “Whole words only” search (a search for “travel” will return only “travel” – not “travels”, “traveling”, or “traveler”).

The screenshot shows the Adobe Reader interface with a PDF document titled "RESOURCE MANUAL for ALABAMA REGULATORY BOARDS and COMMISSIONS". The document content includes a title page with the text "RESOURCE MANUAL for ALABAMA REGULATORY BOARDS and COMMISSIONS" and a circular seal of the Alabama Great Seal. The seal features a yellow map of Alabama in the center, surrounded by a red border with the words "ALABAMA", "MISSISSIPPI", "FLORIDA", and "GEORGIA". The words "GREAT SEAL" are at the bottom. The Adobe Reader window has a menu bar (File, Edit, View, Document, Tools, Window, Help) and a toolbar. A search panel is open on the right, showing the search term "travel" and the search scope "In the current PDF document". A yellow arrow points to the "Whole words only" checkbox, which is checked. The search results are empty. The status bar at the bottom shows "1 of 98" pages.

Adobe Reader - [Resource Manual 8-23-06.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 84% Help Search Web

Options

Section One: Regulatory

- Important Reasons For
- Laws, Rules, Regulations

Section Two: Membership

- Appointment
- Removal Of Member
- General Requirements
- Ethics

Section Three: Duties, Powers

- Duties
- Staffing And Personnel
- Meetings
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- Setting Fees
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- Travel Expense Reimbursement
- Board Member Compensation

Section Four: Public Functions

- Registration
- Licensing Issues
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- Renewal Of License
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- Investigations

RESOURCE MANUAL
for
ALABAMA REGULATORY
BOARDS and COMMISSIONS

ALABAMA
MISSISSIPPI
FLORIDA
GEORGIA
GREAT SEAL

Search PDF

What word or phrase would you like to search for?
travel

Where would you like to search?
☒ In the current PDF document
☐ All PDF Documents in
My Documents

☒ Whole words only
☐ Case-Sensitive
☐ Include Bookmarks
☐ Include Comments

Search

Search the internet using Yahoo!
Use Advanced Search Options
Find a word in the current PDF document

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start Microsoft PowerPoint ... Adobe Reader - [Res...

3:26 PM

If your search term is case sensitive, chose the
“Case-sensitive” option.

The screenshot shows the Adobe Reader interface with the 'Search PDF' panel open on the right. The search term 'travel' is entered in the search box. The search scope is set to 'In the current PDF document'. The search options are as follows:

- ☒ In the current PDF document
- ☐ All PDF Documents in: My Documents
- ☐ Whole words only
- ☐ Case-Sensitive
- ☐ Include Bookmarks
- ☐ Include Comments

A yellow arrow points to the 'Case-Sensitive' checkbox. The main document content shows the title 'RESOURCE MANUAL for ALABAMA REGULATORY BOARDS and COMMISSIONS' and the 'ALABAMA GREAT SEAL'.

At the bottom of the search panel, there are links:

- Search the internet using Yahoo!
- Use Advanced Search Options
- Find a word in the current PDF document

Click the “Search” button.

Adobe Reader - [Resource Manual 8-23-06.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 84% Help Search Web

Options x

Bookmarks

- Section One: Regulatory
 - Important Reasons For
 - Laws, Rules, Regulations
- Section Two: Membership
 - Appointment
 - Removal Of Member
 - General Requirements
 - Ethics
- Section Three: Duties, Meetings, Record-Keeping, Other Duties
 - Duties
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 - Registration
 - Licensing Issues
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 - Renewal Of License
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RESOURCE MANUAL
for
ALABAMA REGULATORY
BOARDS and COMMISSIONS



Search PDF

What word or phrase would you like to search for?
travel

Where would you like to search?
☒ In the current PDF document
☐ All PDF Documents in
My Documents

☐ Whole words only
☐ Case-Sensitive
☐ Include Bookmarks
☐ Include Comments

Search

Search the internet using Yahoo!
Use Advanced Search Options
Find a word in the current PDF document

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start Microsoft PowerPoint ... Adobe Reader - [Res...

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Search results will display in page order.

Adobe Reader - [Resource Manual 8-23-06.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 84% Search Web

Options x

Bookmarks

- Section One: Regulatory
- Important Reasons For
- Laws, Rules, Regulations
- Section Two: Membership
- Appointment
- Removal Of Member
- General Requirements
- Ethics
- Section Three: Duties, Powers, and Entitlements
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Search PDF

Finished searching for:
travel

Total instances found:
77

New Search

Results:

p# 3 **TRAVEL EXPENSE REIMBURSEMENT** 46

- TRAVEL EXPENSES 46
- Travel Expenses ☐ Personnel (State Merit)
- Travel Expense Reimbursement Travel expense reimbursement is addressed person **traveling** in the service of the state of **travel** expenses.
- state **travel** statutes provide a specific daily state **travel** is reimbursed at actual expense all **travel**. State agencies have no discretion matter. **Travel** expense reimbursement must As **travel** expense reimbursement is an entitlement, **travelers** cannot be refused payment authorized **travel**. **Travelers** can, if they desire, the **traveler** should provide a written statement of **travel** expense reimbursement, please see from **travel** expense allowances, and is paid to **travel** expense allowances. In some states

Done

Use Advanced Search Options

Find a word in the current PDF document

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start Microsoft PowerPoint ... Adobe Reader - [Resource Manual 8-23-06.pdf]

3:28 PM

If you click the “Stop” button, the search process ends and only displays the results generated so far. To get more results, you must start a new search.

The screenshot shows the Adobe Reader interface with a PDF document titled "Resource Manual 8-23-06.pdf" open. The document content is a table of contents for a regulatory manual. On the right side, the "Search PDF" panel is active, showing a search for the word "the" in the current PDF document. The search progress bar is labeled "Searching". A yellow arrow points to the "Stop" button in the search panel. The search results section is empty. The bottom of the window shows the Windows taskbar with the Start button and several open applications: Microsoft PowerPoint, Adobe Reader, and a resource manual.

Adobe Reader - [Resource Manual 8-23-06.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 84% Help Search Web

Bookmarks

- Section One: Regulatory...
- Important Reasons F...
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- Section Two: Members...
- Appointment
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Search PDF

Searching For:
the

Searching In:
The current PDF document

Searching

Stop

Results:

Find a word in the current PDF document

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start Microsoft PowerPoint ... Adobe Reader - [Res...

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Click on the results in the search pane to view the document section.

The screenshot displays the Adobe Reader application window titled "Adobe Reader - [Resource Manual 8-23-06.pdf]". The interface includes a menu bar (File, Edit, View, Document, Tools, Window, Help), a toolbar with various icons, and a search bar. The left sidebar contains a "Bookmarks" pane with a tree view of document sections, including "Section One: Regulation", "Section Two: Members", "Section Three: Duties", and "Section Four: Public". The main document area shows text about travel expense reimbursement, with a yellow arrow pointing to the phrase "travel is reimbursed at actual expense". The right sidebar features a "Search PDF" pane with a search bar, a "Hide" button, and a list of search results. A yellow arrow points from the search results to the corresponding text in the main document. The status bar at the bottom shows the page number "51 of 98" and the time "3:31 PM".

Adobe Reader - [Resource Manual 8-23-06.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 84% Help Search Web

Options

Bookmarks

- Section One: Regulation
 - Important Reasons For
 - Laws, Rules, Regulation
- Section Two: Members
 - Appointment
 - Removal Of Member
 - General Requirements
 - Ethics
- Section Three: Duties, Powers
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 - Staffing And Personnel
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 - Board Member Compensation
- Section Four: Public Function
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In-state travel statutes provide a specific daily allowance, called per diem, and a payment of mileage at a specified rate. Payment of per diem and mileage allowances are made in lieu of actual expenses. Out-of-state travel is reimbursed at actual expenses. For some agencies, the enabling statutes provide for actual expense reimbursement for all travel. State agencies have no discretion in this matter. Travel expense reimbursement must be made as specified by law.

As travel expense reimbursement is an entitlement, travelers cannot be refused payment for expenses resulting from authorized travel. Travelers can, if they desire, waive payment of expenses. If so, the traveler should provide a written statement to the executive officer stating the waiver. The statement should be retained in the agency's records.

NOTE: For a more detailed explanation of travel expense reimbursement, please see Section Five.

- Board Member Compensation**
Compensation to board or commission members for days spent conducting the business of the board or commission must be specifically granted in an agency's enabling statutes in order to be paid. If the enabling statutes of a board or commission are silent as to compensation, then none may be paid. Compensation of this type only applies to members of the board or commission, not to staff. Compensation of board or commission members is a separate entitlement from travel expense allowances, and is paid in addition to travel expense allowances. In some statutes, compensation of board or commission members is also called "per diem." "Per diem" and "per day" are synonymous terms. Compensation and travel expense allowances are both termed "per diem" only because they are both paid on a per day basis. Language in the statutes may set compensation at a specific amount or may give the board or commission the authority to set compensation. If the board or commission is allowed to set compensation, it may be limited by conditions specified in the statute. Examples showing the different conditions under which compensation may be paid are as follows:
 - "...and, in addition thereto, they shall receive the sum of \$50 per diem for every day not to exceed 10 days per year actually spent by the member upon the business of the board." (Code of Alabama 1975, Section 34-13-23(c) [Board of Funeral Service])
 - "Each member of the board shall receive a per diem fee of not less than fifty dollars

Search PDF

Finished searching for:
travel

Total instances found:
77

New Search

Results:

- TRAVEL EXPENSE REIMBURSEMENT.....
- TRAVEL EXPENSES.....
- Travel Expenses ☐ Personnel (State Merit)
- Travel Expense Reimbursement Travel expense reimbursement is addressed
- Travel expense reimbursement is addressed
- person traveling in the service of the state
- of travel expenses.
- state travel statutes provide a specific daily
- p# 51 is travel is reimbursed at actual expense
- all travel. State agencies have no discretion
- matter. Travel expense reimbursement must
- As travel expense reimbursement is an entitlement, travelers cannot be refused payment for expenses resulting from authorized travel. Travelers can, if they desire, waive payment of expenses. If so, the traveler should provide a written statement to the executive officer stating the waiver. The statement should be retained in the agency's records.
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- from travel expense allowances, and is paid
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Done

Use Advanced Search Options

Find a word in the current PDF document

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Microsoft Office

start Microsoft PowerPoint ... Adobe Reader - [Res...

3:31 PM

For more search options, click the “Use Advanced Search Options” link, and type your search words.

The screenshot displays the Adobe Reader interface with a PDF document open. The left sidebar shows a table of contents with sections like 'Section One: Regulation', 'Section Two: Membership', 'Section Three: Duties', and 'Section Four: Public Function'. The main content area shows text about travel expense reimbursement, including a note about board member compensation. A search bar at the top right contains the word 'travel'. A search results panel on the right shows 'Finished searching for: travel' and 'Total instances found: 77'. A yellow arrow points from the text 'Use Advanced Search Options' in the instructions to the 'Use Advanced Search Options' link in the search results panel. The Windows taskbar at the bottom shows the Start button and open applications: Microsoft PowerPoint and Adobe Reader.

Adobe Reader - [Resource Manual 8-23-06.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 84% Help Search Web

Options

Section One: Regulation

- Important Reasons For
- Laws, Rules, Regulations

Section Two: Membership

- Appointment
- Removal Of Member
- General Requirements
- Ethics

Section Three: Duties, Powers

- Duties
- Staffing And Personnel
- Meetings
- Record-Keeping
- Other Duties
- Powers
- Adoption Of Rules
- Subpoena Of Witnesses
- Setting Fees
- Entitlements
- Travel Expense Reimbursement
- Board Member Compensation

Section Four: Public Function

- Registration
- Licensing Issues
- Examinations
- Renewal Of License
- Complaints
- Investigations

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Search PDF

Finished searching for:
travel

Total instances found:
77

New Search

Results:

- TRAVEL EXPENSE REIMBURSEMENT.....
- TRAVEL EXPENSES.....
- Travel Expenses ☐ Personnel (State Merit)
- Travel Expense Reimbursement Travel expense reimbursement is addressed person traveling in the service of the state of travel expenses.
- state travel statutes provide a specific daily p# 51 travel is reimbursed at actual expense
- all travel. State agencies have no discretion matter. Travel expense reimbursement must As travel expense reimbursement is an entitlement, travelers cannot be refused payment authorized travel. Travelers can, if they desire, the traveler should provide a written statement of travel expense reimbursement, please see from travel expense allowances, and is paid to travel expense allowances. In some statutes

Done

Use Advanced Search Options

Find a word in the current PDF document

start Microsoft PowerPoint ... Adobe Reader - [Resource Manual 8-23-06.pdf] 51 of 98 3:31 PM

Select “Match Exact word or phrase” to find the exact text entered, in the order typed.

The screenshot shows the Adobe Reader interface with a PDF document open. The 'Search PDF' dialog box is open on the right side. A yellow arrow points from the text 'travel' in the main document to the 'Match Exact word or phrase' option in the 'Return results containing:' section of the dialog box. The main document text includes sections on travel statutes and board member compensation.

Adobe Reader - [Resource Manual 8-23-06.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 84% Search Web

Search PDF Hide

What word or phrase would you like to search for?
travel

Return results containing:

- Match Exact word or phrase (selected)
- Match Exact word or phrase
- Match Any of the words
- The Current PDF Document

Use these additional criteria:

- ☐ Whole words only
- ☐ Case-Sensitive
- ☐ Proximity
- ☐ Stemming
- ☐ Include Bookmarks
- ☐ Include Comments
- ☐ Include Attachments

Search

Search the internet using Yahoo!
Use Basic Search Options
Find a word in the current PDF document

Section One: Regulation

- Important Reasons For
- Laws, Rules, Regulations

Section Two: Membership

- Appointment
- Removal Of Member
- General Requirements
- Ethics

Section Three: Duties, Powers

- Duties
- Staffing And Personnel
- Meetings
- Record-Keeping
- Other Duties
- Powers
- Adoption Of Rules
- Subpoena Of Witnesses
- Setting Fees
- Entitlements
- Travel Expense Reimbursement
- Board Member Compensation

Section Four: Public Function

- Registration
- Licensing Issues
- Examinations
- Renewal Of License
- Complaints
- Investigations

In-state travel statutes provide a specific daily allowance, called per diem, and a payment of mileage at a specified rate. Payment of per diem and mileage allowances are made in lieu of actual expenses. Out-of-state travel is reimbursed at actual expenses. For some agencies, the enabling statutes provide for actual expense reimbursement for all travel. State agencies have no discretion in this matter. Travel expense reimbursement must be made as specified by law.

As travel expense reimbursement is an entitlement, travelers cannot be refused payment for expenses resulting from authorized travel. Travelers can, if they desire, waive payment of expenses. If so, the traveler should provide a written statement to the executive officer stating the waiver. The statement should be retained in the agency's records.

NOTE: For a more detailed explanation of travel expense reimbursement, please see *Section Five*.

- Board Member Compensation**
Compensation to board or commission members for days spent conducting the business of the board or commission must be specifically granted in an agency's enabling statutes in order to be paid. If the enabling statutes of a board or commission are silent as to compensation, then none may be paid. Compensation of this type only applies to members of the board or commission, not to staff. Compensation of board or commission members is a separate entitlement from travel expense allowances, and is paid in addition to travel expense allowances. In some statutes, compensation of board or commission members is also called "per diem." "Per diem" and "per day" are synonymous terms. Compensation and travel expense allowances are both termed "per diem" only because they are both paid on a per day basis. Language in the statutes may set compensation at a specific amount or may give the board or commission the authority to set compensation. If the board or commission is allowed to set compensation, it may be limited by conditions specified in the statute. Examples showing the different conditions under which compensation may be paid are as follows:

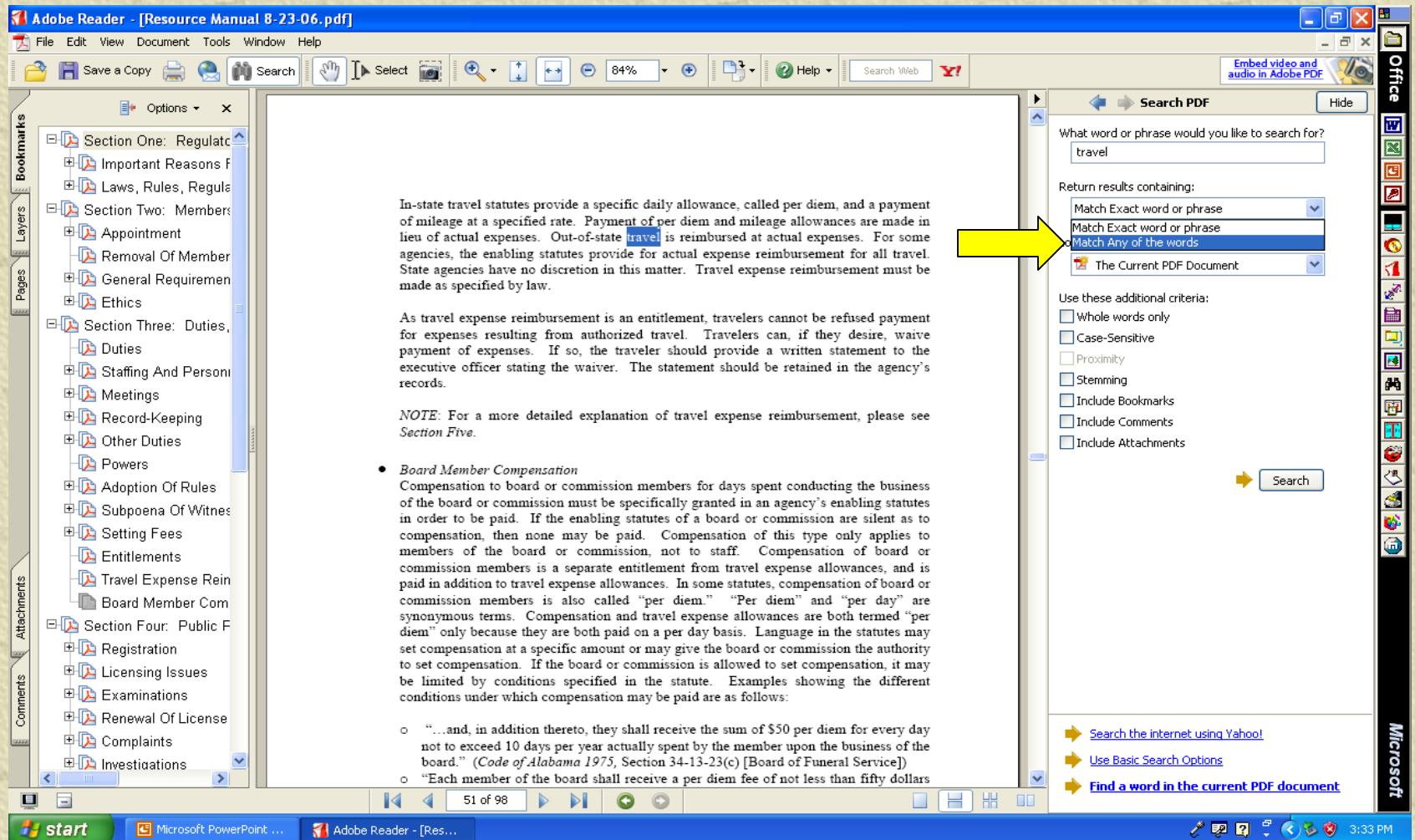
- "...and, in addition thereto, they shall receive the sum of \$50 per diem for every day not to exceed 10 days per year actually spent by the member upon the business of the board." (*Code of Alabama 1975, Section 34-13-23(c) [Board of Funeral Service]*)
- "Each member of the board shall receive a per diem fee of not less than fifty dollars

51 of 98

start Microsoft PowerPoint ... Adobe Reader - [Res...

3:32 PM

Select “Match Any of the words” to search for text matching at least one word typed.

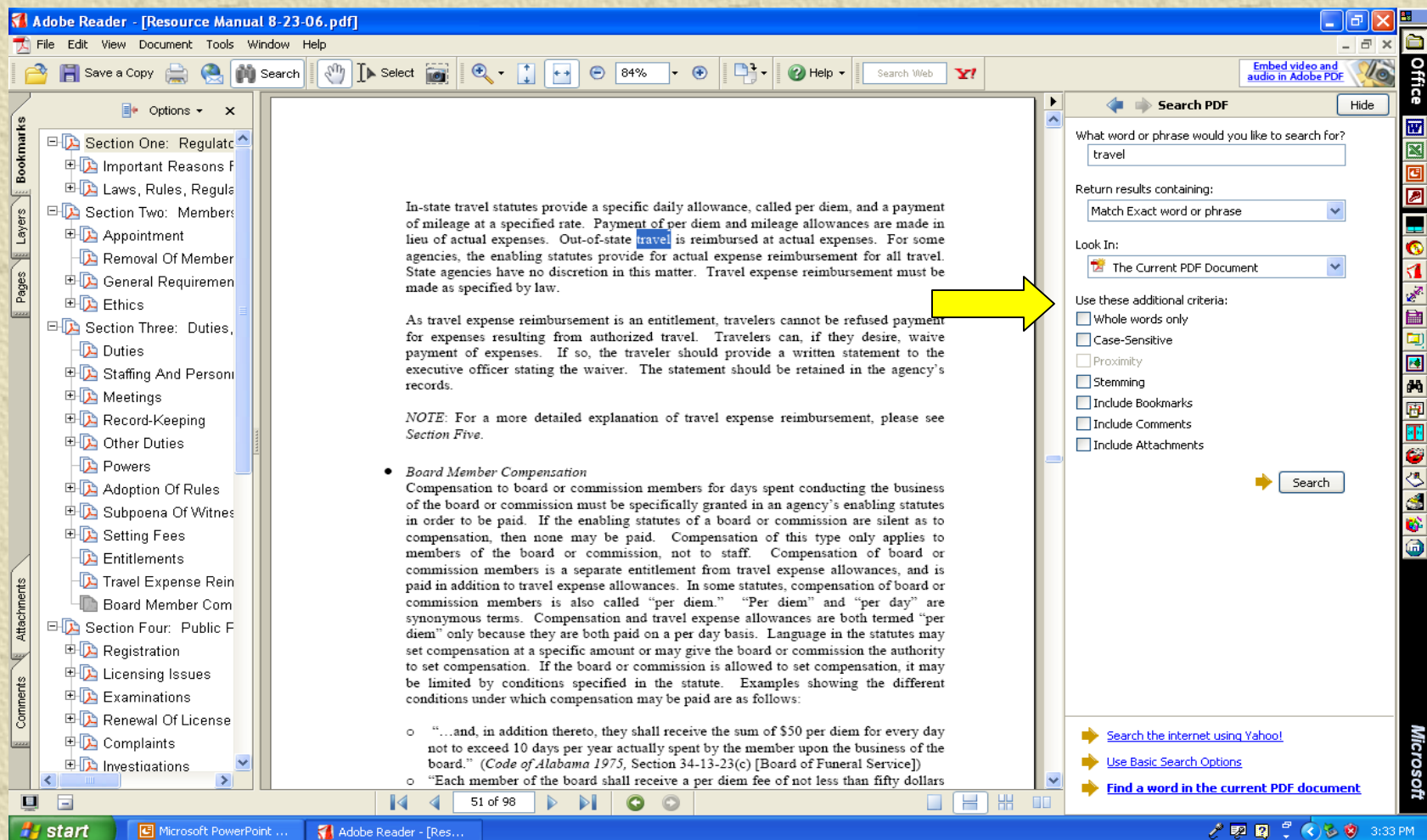


The screenshot displays the Adobe Reader application window with the 'Search PDF' dialog box open on the right side. The dialog box is titled 'Search PDF' and has a 'Hide' button in the top right corner. It contains the following elements:

- A text input field labeled 'What word or phrase would you like to search for?' with the word 'travel' entered.
- A section titled 'Return results containing:' with three radio button options: 'Match Exact word or phrase', 'Match Exact word or phrase' (selected), and 'Match Any of the words'.
- A dropdown menu showing 'The Current PDF Document'.
- A section titled 'Use these additional criteria:' with several checkboxes: 'Whole words only', 'Case-Sensitive', 'Proximity', 'Stemming', 'Include Bookmarks', 'Include Comments', and 'Include Attachments'.
- A 'Search' button at the bottom right of the dialog box.

A yellow arrow points from the text 'Match Any of the words' in the 'Return results containing:' section to the 'Search' button. The main document area shows a PDF of a 'Resource Manual' with sections on travel statutes and board member compensation. The status bar at the bottom indicates '51 of 98' pages.

Options under “Use these Additional Criteria” allow you to further refine your search.



The screenshot displays the Adobe Reader interface with the 'Search PDF' panel open on the right. A yellow arrow points from the 'Use these additional criteria' section of the panel to the search results in the main document window.

Search PDF Panel:

- What word or phrase would you like to search for?
- Return results containing:
- Look In:
- Use these additional criteria:
 - ☐ Whole words only
 - ☐ Case-Sensitive
 - ☐ Proximity
 - ☐ Stemming
 - ☐ Include Bookmarks
 - ☐ Include Comments
 - ☐ Include Attachments
-

Main Document Window:

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 - o "Each member of the board shall receive a per diem fee of not less than fifty dollars

Taskbar:

- start
- Microsoft PowerPoint ...
- Adobe Reader - [Res...
- 3:33 PM

“Proximity”, when available, finds all words typed that are close together in the text.

The screenshot displays the Adobe Reader interface with a PDF document open. The search bar on the right is active, showing the search term 'travel'. The search results are displayed in the main text area, highlighting the word 'travel' in the document text. A yellow arrow points to the 'Proximity' search criterion in the search options panel.

Adobe Reader - [Resource Manual 8-23-06.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 84% Help Search Web

Search PDF Hide

What word or phrase would you like to search for?
travel

Return results containing:
Match Exact word or phrase

Look In:
The Current PDF Document

Use these additional criteria:
☐ Whole words only
☐ Case-Sensitive
☒ Proximity
☐ Stemming
☐ Include Bookmarks
☐ Include Comments
☐ Include Attachments

Search

Search the internet using Yahoo!
Use Basic Search Options
Find a word in the current PDF document

Section One: Regulation
Important Reasons For
Laws, Rules, Regulations
Section Two: Membership
Appointment
Removal Of Member
General Requirements
Ethics
Section Three: Duties, Powers
Duties
Staffing And Personnel
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Powers
Adoption Of Rules
Subpoena Of Witnesses
Setting Fees
Entitlements
Travel Expense Reimbursement
Board Member Compensation
Section Four: Public Function
Registration
Licensing Issues
Examinations
Renewal Of License
Complaints
Investigations

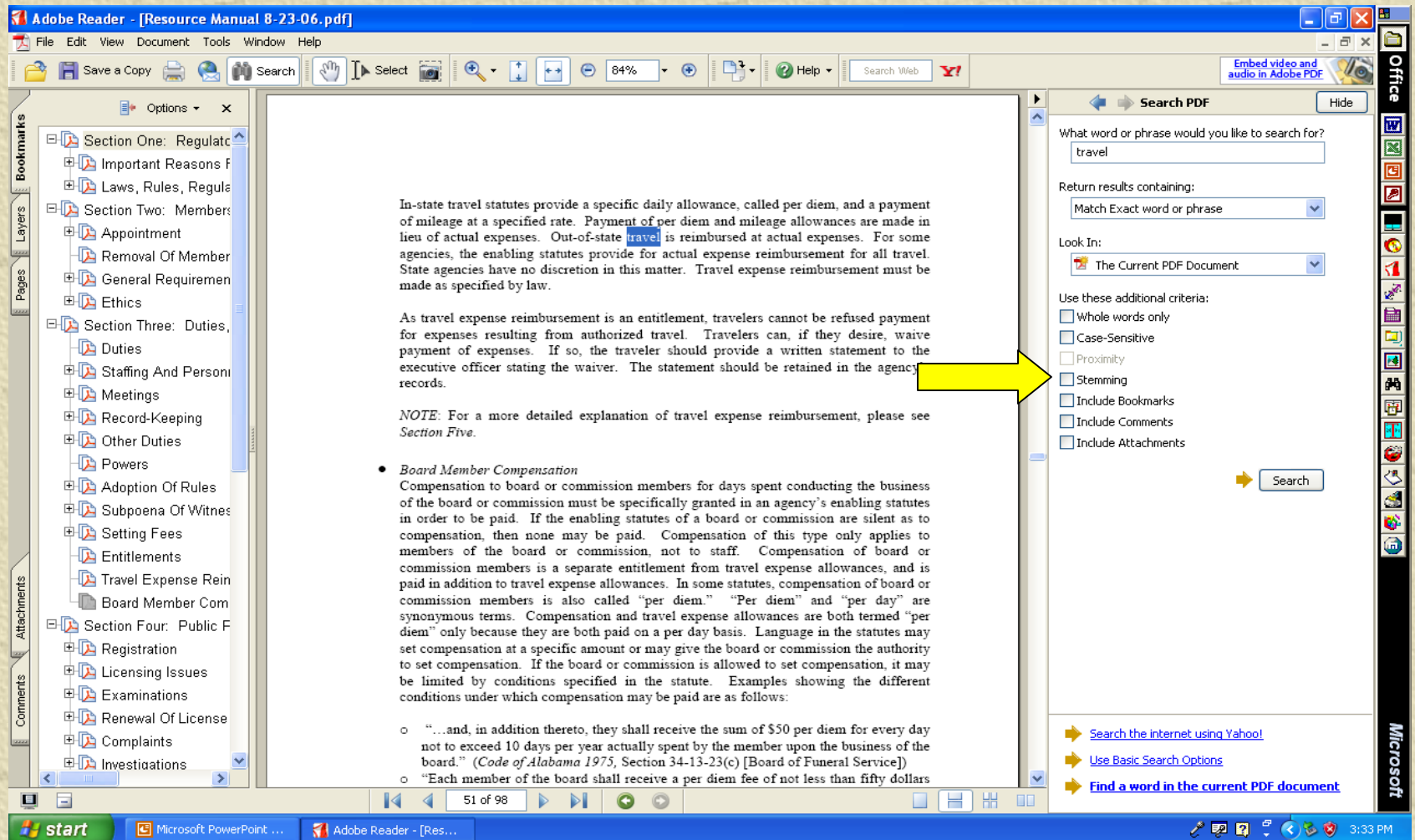
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 - "Each member of the board shall receive a per diem fee of not less than fifty dollars

“Stemming” finds words that contain part of the search word (“attorney general” finds “attorney”, “attorneys”, “general”, “generally”, and “attorney general”).



The screenshot shows the Adobe Reader interface with a PDF document open. The left sidebar contains a table of contents with sections like 'Section One: Regulation', 'Section Two: Membership', 'Section Three: Duties', and 'Section Four: Public Function'. The main content area displays text about travel expense reimbursement. A search sidebar on the right is titled 'Search PDF' and includes a search input field with the word 'travel'. Below the input field are options for 'Return results containing:' (set to 'Match Exact word or phrase') and 'Look In:' (set to 'The Current PDF Document'). Under 'Use these additional criteria:', the 'Stemming' checkbox is checked. A yellow arrow points from this checkbox to the word 'travel' in the document text. At the bottom of the search sidebar, there are three links: 'Search the internet using Yahoo!', 'Use Basic Search Options', and 'Find a word in the current PDF document'.

Adobe Reader - [Resource Manual 8-23-06.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 84% Help Search Web

Options

Bookmarks

- Section One: Regulation
 - Important Reasons For
 - Laws, Rules, Regulations
- Section Two: Membership
 - Appointment
 - Removal Of Member
 - General Requirements
 - Ethics
- Section Three: Duties, Powers
 - Duties
 - Staffing And Personnel
 - Meetings
 - Record-Keeping
 - Other Duties
 - Powers
 - Adoption Of Rules
 - Subpoena Of Witnesses
 - Setting Fees
 - Entitlements
 - Travel Expense Reimbursement
 - Board Member Compensation
- Section Four: Public Function
 - Registration
 - Licensing Issues
 - Examinations
 - Renewal Of License
 - Complaints
 - Investigations

Layers

Pages

Attachments

Comments

51 of 98

start Microsoft PowerPoint ... Adobe Reader - [Res...

3:33 PM

Search PDF

What word or phrase would you like to search for?
travel

Return results containing:
Match Exact word or phrase

Look In:
The Current PDF Document

Use these additional criteria:

- ☐ Whole words only
- ☐ Case-Sensitive
- ☐ Proximity
- ☒ Stemming
- ☐ Include Bookmarks
- ☐ Include Comments
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Search the internet using Yahoo!
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Find a word in the current PDF document

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 - "Each member of the board shall receive a per diem fee of not less than fifty dollars

By checking the “Include Bookmarks”, “Include Comments”, or “Include Attachments” boxes, your search will be expanded to include these areas.

The screenshot displays the Adobe Reader interface with the document "Resource Manual 8-23-06.pdf" open. The left sidebar shows a table of contents with sections like "Section One: Regulation", "Section Two: Members", "Section Three: Duties", and "Section Four: Public". The main content area shows text about travel expense reimbursement, including a note and a list of board member compensation details. A yellow arrow points from the text "NOTE: For a more detailed explanation of travel expense reimbursement, please see Section Five." to the "Include Bookmarks" checkbox in the search options panel. The search panel on the right shows the search term "travel" and the option to "Match Exact word or phrase". The search options panel also includes checkboxes for "Include Bookmarks", "Include Comments", and "Include Attachments", all of which are checked. The bottom status bar shows the page number "51 of 98" and the system clock "3:33 PM".

Adobe Reader - [Resource Manual 8-23-06.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 84% Help Search Web

Options

Bookmarks

- Section One: Regulation
 - Important Reasons For
 - Laws, Rules, Regulation
- Section Two: Members
 - Appointment
 - Removal Of Member
 - General Requirements
 - Ethics
- Section Three: Duties, Powers
 - Duties
 - Staffing And Personnel
 - Meetings
 - Record-Keeping
 - Other Duties
 - Powers
 - Adoption Of Rules
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 - Setting Fees
 - Entitlements
 - Travel Expense Reimbursement
 - Board Member Compensation
- Section Four: Public Function
 - Registration
 - Licensing Issues
 - Examinations
 - Renewal Of License
 - Complaints
 - Investigations

Layers

Pages

Attachments

Comments

Search PDF

What word or phrase would you like to search for?

travel

Return results containing:

Match Exact word or phrase

Look In:

The Current PDF Document

Use these additional criteria:

- ☐ Whole words only
- ☐ Case-Sensitive
- ☐ Proximity
- ☐ Stemming
- ☒ Include Bookmarks
- ☒ Include Comments
- ☒ Include Attachments

Search

Search the internet using Yahoo!

Use Basic Search Options

Find a word in the current PDF document

51 of 98

3:33 PM

Once your searching is complete, click the “Done” button to close the search pane.

The screenshot shows the Adobe Reader interface with a PDF document open. The search pane on the right is titled "Search PDF" and shows the results of a search for the word "travel". The search is complete, and the total instances found are 77. A yellow arrow points to the "Done" button at the bottom of the search pane. The search pane also includes a "New Search" button and a list of results. The main document area shows text about travel expense reimbursement, with the word "travel" highlighted in blue. The left sidebar shows the document's table of contents, and the bottom status bar shows the page number 51 of 98.

Adobe Reader - [Resource Manual 8-23-06.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 84% Help Search Web

Options

Bookmarks

Layers

Pages

Attachments

Comments

Section One: Regulation

Important Reasons For

Laws, Rules, Regulations

Section Two: Members

Appointment

Removal Of Member

General Requirements

Ethics

Section Three: Duties

Duties

Staffing And Personnel

Meetings

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Search PDF

Finished searching for:
travel

Total instances found:
77

New Search

Results:

- TRAVEL EXPENSE REIMBURSEMENT.....
- TRAVEL EXPENSES.....
- Travel Expenses ☐ Personnel (State Merit)
- Travel Expense Reimbursement Travel expense
- Travel expense reimbursement is addressed
- person traveling in the service of the state
- of travel expenses.
- state travel statutes provide a specific daily
- state travel is reimbursed at actual expense
- all travel. State agencies have no discretion
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- the traveler should provide a written staten
- of travel expense reimbursement, please se
- from travel expense allowances, and is paid
- to travel expense allowances. In some stati

Done

Use Advanced Search Options

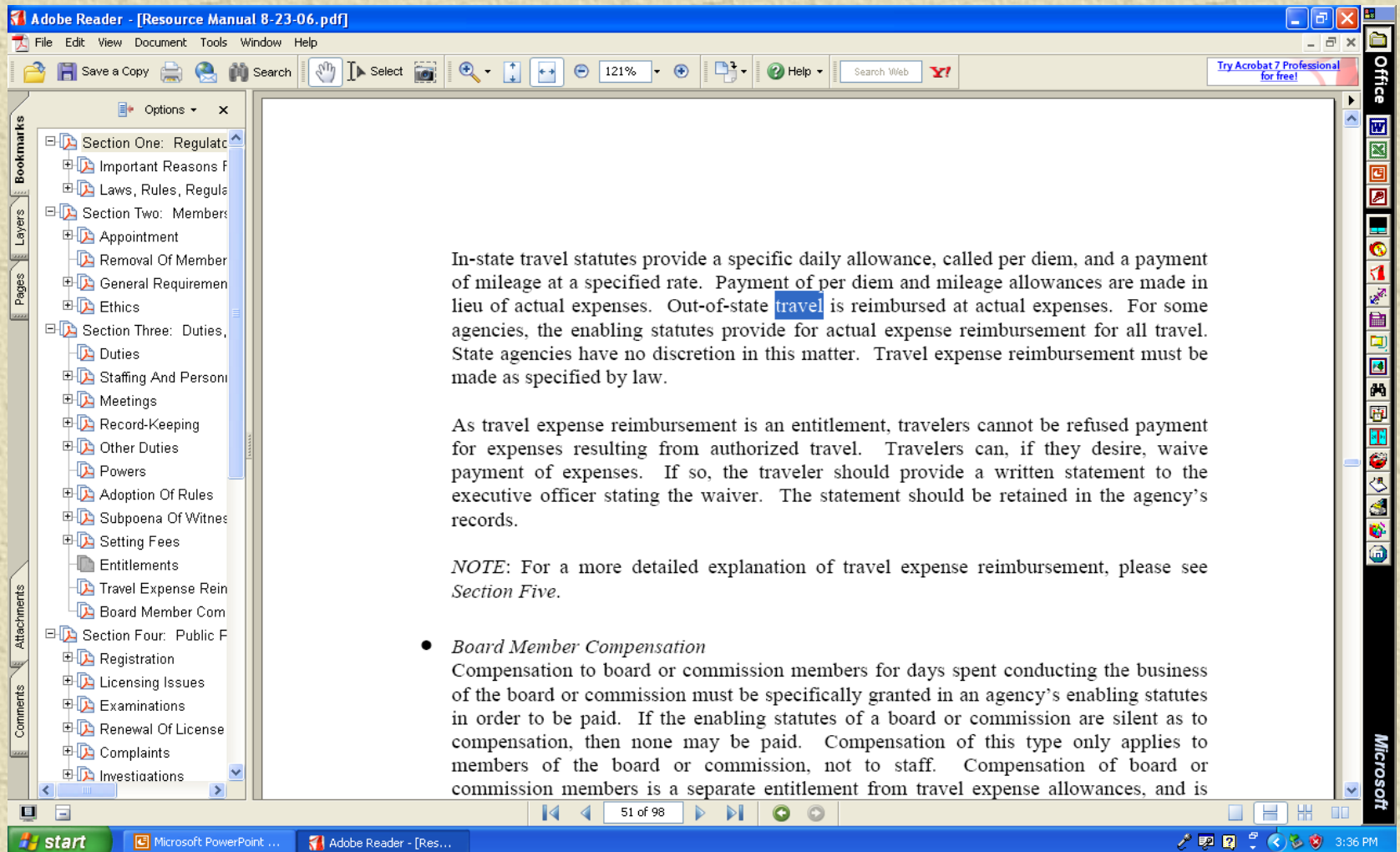
Find a word in the current PDF document

51 of 98

start Microsoft PowerPoint ... Adobe Reader - [Res...

3:36 PM

Once the search pane has been closed, you will be able to read the section you have chosen from the search results.



The screenshot shows the Adobe Reader application window. The title bar reads "Adobe Reader - [Resource Manual 8-23-06.pdf]". The menu bar includes File, Edit, View, Document, Tools, Window, and Help. The toolbar contains icons for Save a Copy, Search, Select, and other functions. A search bar is visible on the right side of the toolbar. The left sidebar shows a tree view of the document's contents, with sections expanded to show sub-items. The main content area displays the text of the selected section, which is "Section Five: Travel Expense Reimbursement". The text is as follows:


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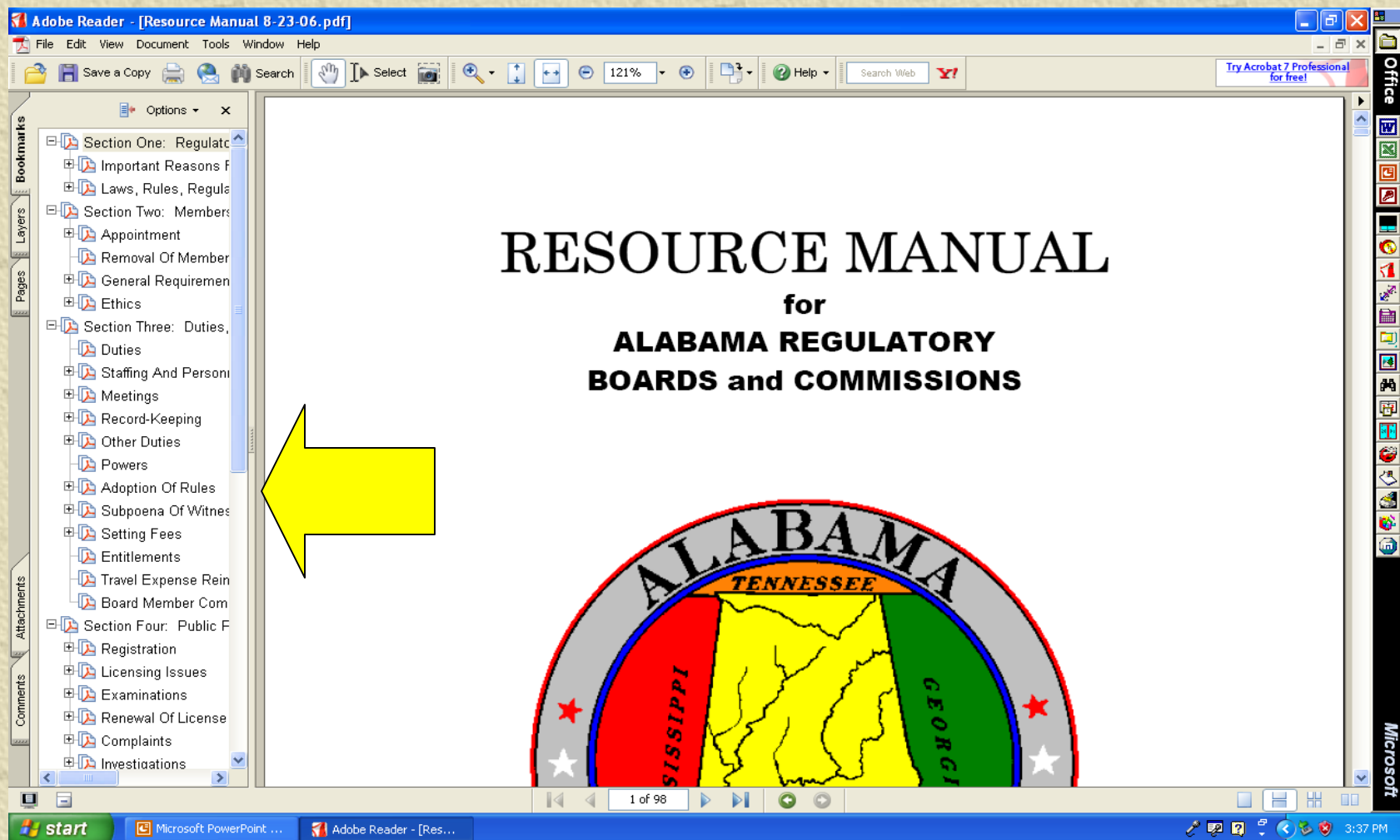
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The bottom of the window shows the status bar with "51 of 98" and a Microsoft Office logo.

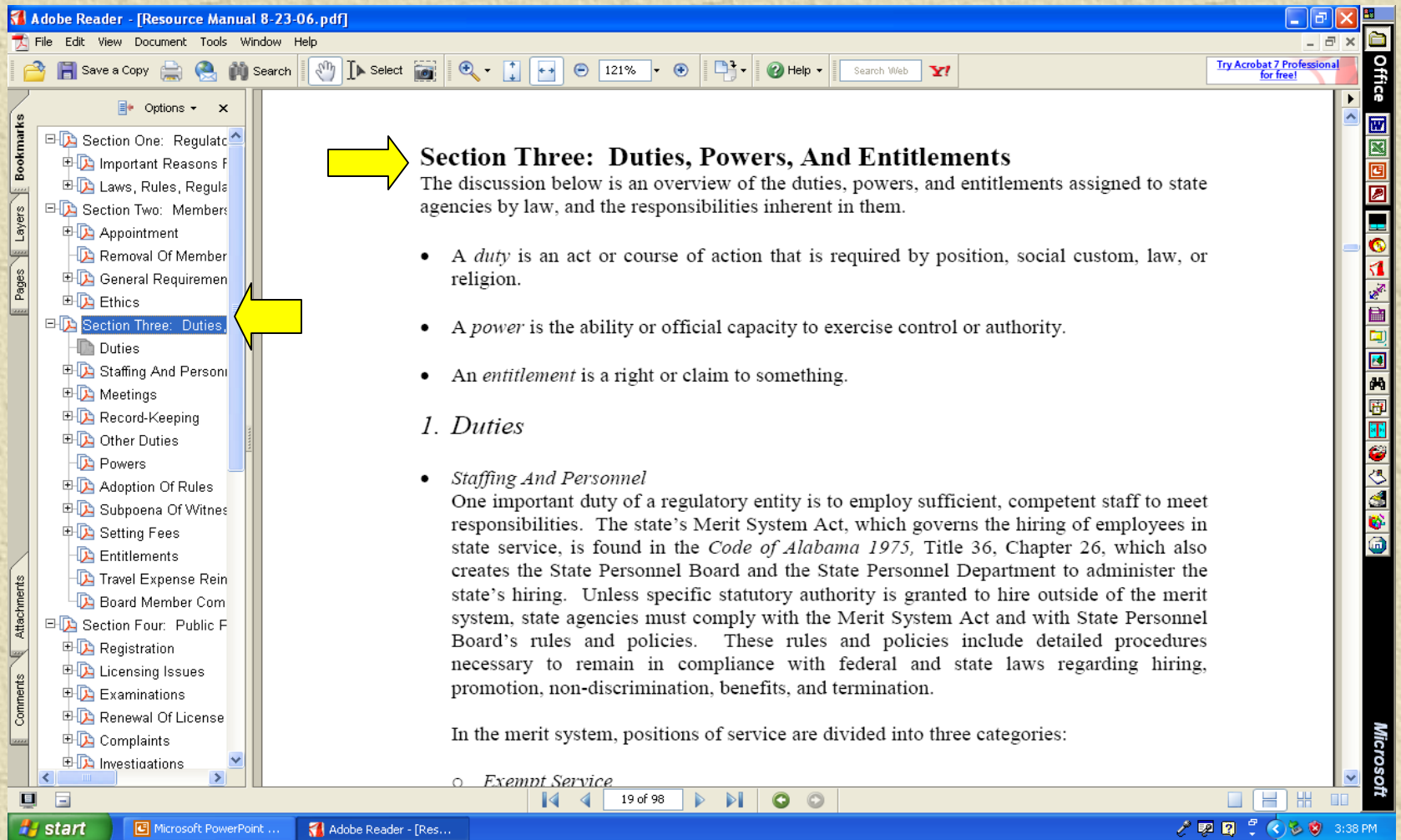


In addition to using the “Search” feature in the Adobe program, you can search for more general information using the bookmarks on the left side of the page.

The bookmarks look like a table of contents for the manual.



Click on the bookmark on the left side of the page, and you will be taken to the appropriate section in the manual.



The screenshot shows the Adobe Reader application window. The title bar reads "Adobe Reader - [Resource Manual 8-23-06.pdf]". The menu bar includes File, Edit, View, Document, Tools, Window, and Help. The toolbar contains icons for Save a Copy, Search, Select, and other functions. The left sidebar shows a tree view of the document's contents, with "Section Three: Duties, Powers, And Entitlements" selected. A yellow arrow points from this bookmark to the main content area. The main content area displays the text of "Section Three: Duties, Powers, And Entitlements", which includes an overview of duties, powers, and entitlements assigned to state agencies by law. Below this, there is a list of bullet points defining "duty", "power", and "entitlement". The section is followed by a sub-section titled "1. Duties", which includes a bullet point for "Staffing And Personnel". The text describes the state's Merit System Act and the State Personnel Board's role in hiring. The bottom of the window shows the Windows taskbar with the Start button and open applications: Microsoft PowerPoint and Adobe Reader. The system clock indicates 3:38 PM on 19 of 98.

Section Three: Duties, Powers, And Entitlements

The discussion below is an overview of the duties, powers, and entitlements assigned to state agencies by law, and the responsibilities inherent in them.


- A *duty* is an act or course of action that is required by position, social custom, law, or religion.
- A *power* is the ability or official capacity to exercise control or authority.
- An *entitlement* is a right or claim to something.

1. Duties

- *Staffing And Personnel*
One important duty of a regulatory entity is to employ sufficient, competent staff to meet responsibilities. The state's Merit System Act, which governs the hiring of employees in state service, is found in the *Code of Alabama 1975*, Title 36, Chapter 26, which also creates the State Personnel Board and the State Personnel Department to administer the state's hiring. Unless specific statutory authority is granted to hire outside of the merit system, state agencies must comply with the Merit System Act and with State Personnel Board's rules and policies. These rules and policies include detailed procedures necessary to remain in compliance with federal and state laws regarding hiring, promotion, non-discrimination, benefits, and termination.

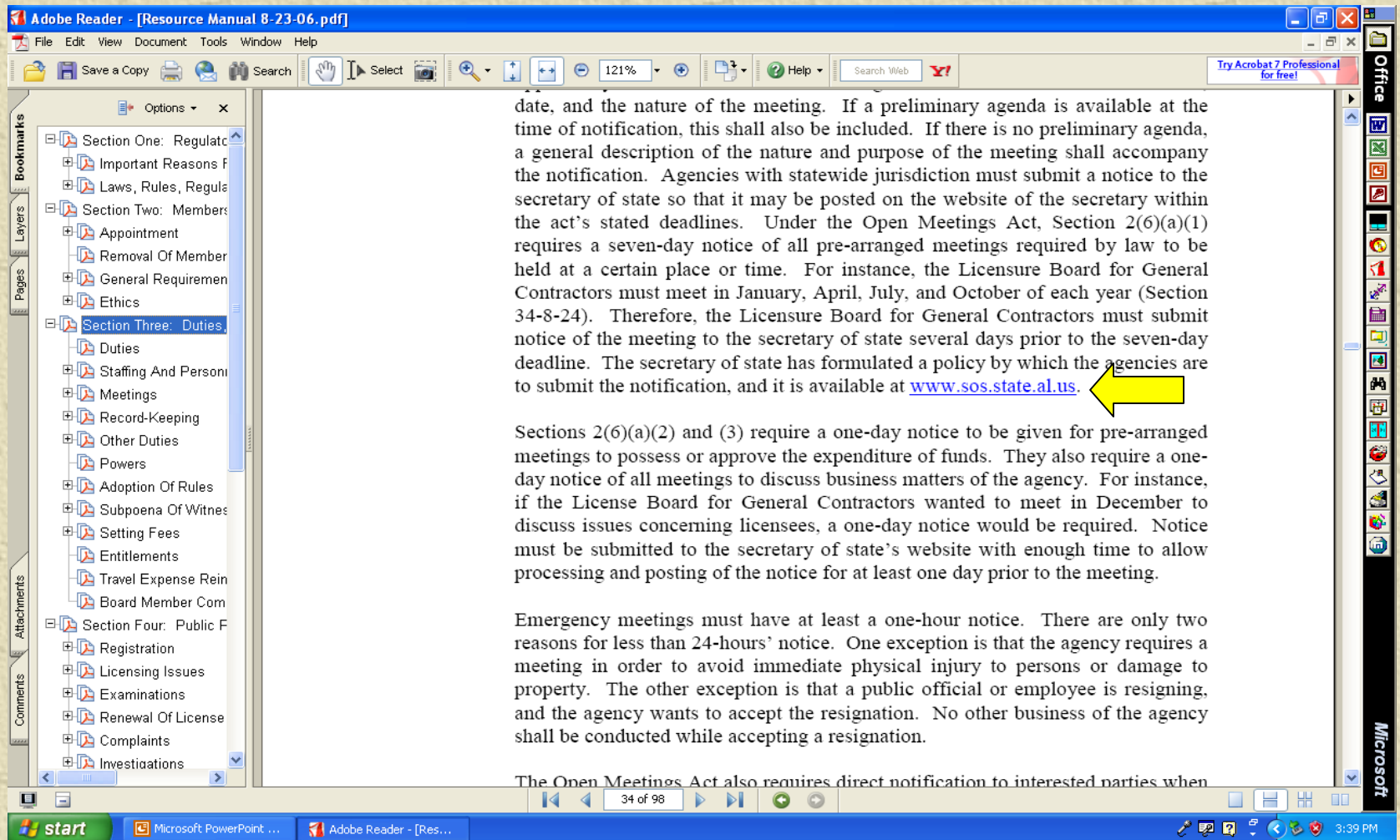
In the merit system, positions of service are divided into three categories:

○ *Exempt Service*



Additionally, you can use the URL links, or links to different websites, embedded in the text of the manual to go to and browse various websites for additional information and guidance. First, make sure that you are connected to the Internet. You cannot access URL links unless you are on-line.

The URL links display as the address of a particular website, and are underlined with blue text.



Click on the URL to follow the link to the appropriate website.

The screenshot shows the Adobe Reader application window. The title bar reads "Adobe Reader - [Resource Manual 8-23-06.pdf]". The menu bar includes File, Edit, View, Document, Tools, Window, and Help. The toolbar contains icons for Save a Copy, Search, Select, and zoom controls (set to 121%). The left sidebar shows a tree view of the document's contents, with "Section Three: Duties" selected. The main content area displays text from the PDF. A yellow arrow points to the URL <http://www.sos.state.al.us/> within the text. The status bar at the bottom shows "34 of 98" and the system clock indicates 3:40 PM.

Adobe Reader - [Resource Manual 8-23-06.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 121% Help Search Web

Options

Bookmarks

- Section One: Regulation
 - Important Reasons For
 - Laws, Rules, Regulation
- Section Two: Membership
 - Appointment
 - Removal Of Member
 - General Requirements
 - Ethics
- Section Three: Duties
 - Duties
 - Staffing And Personnel
 - Meetings
 - Record-Keeping
 - Other Duties
 - Powers
 - Adoption Of Rules
 - Subpoena Of Witnesses
 - Setting Fees
 - Entitlements
 - Travel Expense Reimbursement
 - Board Member Compensation
- Section Four: Public Information
 - Registration
 - Licensing Issues
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 - Renewal Of License
 - Complaints
 - Investigations

Layers

Pages

Attachments

Comments

date, and the nature of the meeting. If a preliminary agenda is available at the time of notification, this shall also be included. If there is no preliminary agenda, a general description of the nature and purpose of the meeting shall accompany the notification. Agencies with statewide jurisdiction must submit a notice to the secretary of state so that it may be posted on the website of the secretary within the act's stated deadlines. Under the Open Meetings Act, Section 2(6)(a)(1) requires a seven-day notice of all pre-arranged meetings required by law to be held at a certain place or time. For instance, the Licensure Board for General Contractors must meet in January, April, July, and October of each year (Section 34-8-24). Therefore, the Licensure Board for General Contractors must submit notice of the meeting to the secretary of state several days prior to the seven-day deadline. The secretary of state has formulated a policy by which the agencies are to submit the notification, and it is available at www.sos.state.al.us.

<http://www.sos.state.al.us/>

Sections 2(6)(a)(2) and (3) require a one-day notice to be given for pre-arranged meetings to possess or approve the expenditure of funds. They also require a one-day notice of all meetings to discuss business matters of the agency. For instance, if the License Board for General Contractors wanted to meet in December to discuss issues concerning licensees, a one-day notice would be required. Notice must be submitted to the secretary of state's website with enough time to allow processing and posting of the notice for at least one day prior to the meeting.

Emergency meetings must have at least a one-hour notice. There are only two reasons for less than 24-hours' notice. One exception is that the agency requires a meeting in order to avoid immediate physical injury to persons or damage to property. The other exception is that a public official or employee is resigning, and the agency wants to accept the resignation. No other business of the agency shall be conducted while accepting a resignation.

The Open Meetings Act also requires direct notification to interested parties when

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3:40 PM

You will be taken straight to the appropriate website
for further searching and review.

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 **OFFICE OF THE SECRETARY OF STATE**
Nancy Worley, SECRETARY OF STATE

Today is Thursday, August 17, 2006. This site was last revised on August 3, 2006.

Good Afternoon!

Welcome to the Office of the Secretary of State. We hope that if you have questions about the services we render and the programs we administer, you will find your answers here.

Download FCPA Forms NOW Over the past several years, we have made a concerted effort to publish as much information as we can on this web site. Look for new additions through the year.

Knowing that our work touches millions of citizens each year, we are committed to making this office one of the most consumer-friendly in state government.

On this site, you can search for a corporate name, UCC financing statements, elections results, registrations for sports agents and notaries. You can even find information on the Acts of Alabama or recently-approved state laws. You can also download a voter registration application.

If you have questions or suggestions on how we might better serve you, please e-mail us. You can message us by clicking [here](#).

ALABAMA
Open Meetings Act

ELECTION 2006
ON-LINE INFORMATION

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PROVISIONAL VOTING INSTRUCTIONS **CLICK**

CAMPAIGN FINANCE REPORTS **VIEW**

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You can also access the boards and
commissions resource manual from the
website for the Department of the
Examiners of Public Accounts.

Log on to the Internet and go to the Examiners website at www.examiners.state.al.us


The screenshot shows a Microsoft Internet Explorer window titled "Examiners of Public Accounts - Microsoft Internet Explorer provided by AL Examiners of Public Accounts". The address bar displays "http://www.examiners.state.al.us/" with a yellow arrow pointing to it. The website content includes the Alabama state seal, the title "State of Alabama Department of Examiners of Public Accounts" with "Ronald L. Jones, Chief Examiner" below it, and a "Welcome!!" message. A left sidebar lists "CONTENT" with buttons for "Welcome", "Audit Reports", "Forms Publications", "History Authority", and "Legislative Committee". The main content area provides contact information for the department, including location, telephone, fax, and mailing address, along with links for "Contact Us", "Employment Information", "Sunset Committee Information", and "Board Member Training Information". The taskbar at the bottom shows the Start button and open applications: Microsoft PowerPoint, Adobe Reader, and the Examiners of Public Accounts website. The system clock indicates 3:45 PM.

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 State of Alabama
Department of
Examiners of Public Accounts
Ronald L. Jones, Chief Examiner

CONTENT

- Welcome
- Audit Reports
- Forms Publications
- History Authority
- Legislative Committee

Welcome !!

The Department of Examiners of Public Accounts is the independent legislative audit agency for the State of Alabama. The Department has the authority to perform audits of the accounts of all entities receiving or disbursing public funds. We are part of the Legislative branch of state government, and are independent of the Executive and Judicial branches of state government, as well as all local governments in the State.

Location	Telephone	Mailing Address
Gordon Persons Building 50 North Ripley St., Rm 3201 Montgomery, AL 36104-3833	(334) 242-9200 FAX (334) 242-1775	P.O. Box 302251 Montgomery, AL 36130-2251

[Contact Us](#)

[Employment Information](#)

[Sunset Committee Information](#)

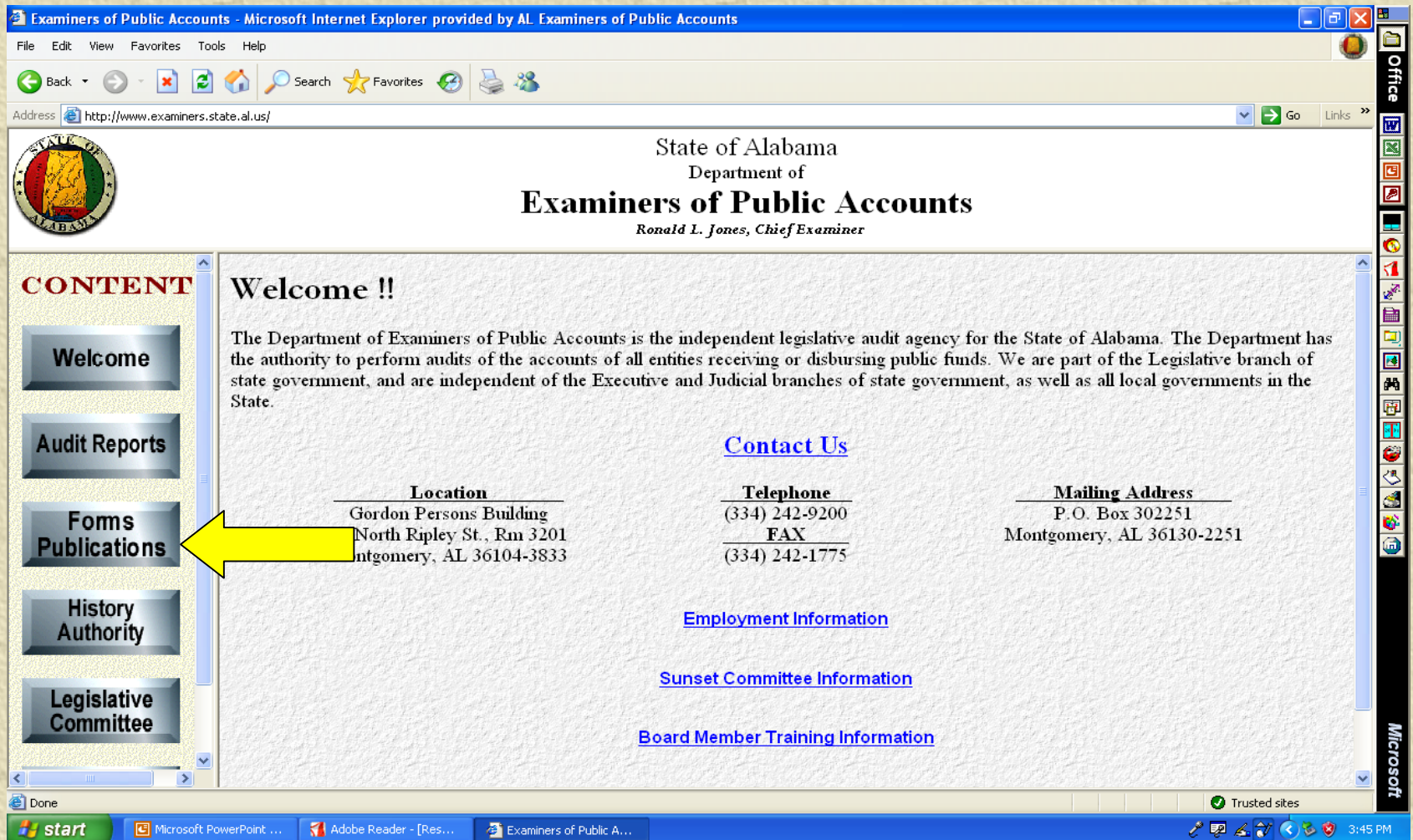
[Board Member Training Information](#)

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3:45 PM

Choose the “Forms and Publications” button from the sidebar menu on the left side of the page.



The screenshot shows a Microsoft Internet Explorer window displaying the website of the Alabama Examiners of Public Accounts. The browser's address bar shows the URL <http://www.examiners.state.al.us/>. The website header includes the state seal of Alabama and the text: "State of Alabama", "Department of", "Examiners of Public Accounts", and "Ronald L. Jones, Chief Examiner".

On the left side, there is a sidebar menu titled "CONTENT" with several buttons: "Welcome", "Audit Reports", "Forms Publications", "History Authority", and "Legislative Committee". A large yellow arrow points to the "Forms Publications" button.

The main content area features a "Welcome!!" message, followed by a paragraph describing the department's role. Below this, there are three columns of contact information:

<u>Location</u>	<u>Telephone</u>	<u>Mailing Address</u>
Gordon Persons Building	(334) 242-9200	P.O. Box 302251
North Ripley St., Rm 3201	<u>FAX</u>	Montgomery, AL 36130-2251
Montgomery, AL 36104-3833	(334) 242-1775	

Below the contact information, there are three blue hyperlinks: "Contact Us", "Employment Information", and "Sunset Committee Information". At the bottom of the main content area, there is a blue hyperlink: "Board Member Training Information".

The Windows taskbar at the bottom shows the Start button and several open applications: Microsoft PowerPoint, Adobe Reader, and the Examiners of Public Accounts website. The system clock indicates the time is 3:45 PM.

Select the “Alabama Regulatory Boards and Commissions, Training Manual” from the forms and publications list.

The screenshot shows a Microsoft Internet Explorer window titled "Examiners of Public Accounts - Microsoft Internet Explorer provided by AL Examiners of Public Accounts". The address bar shows "http://www.examiners.state.al.us/". The website header includes the Alabama state seal and the text "State of Alabama Department of Examiners of Public Accounts Ronald L. Jones, Chief Examiner". The main content area is titled "Forms and Publications" and lists several links. A yellow arrow points to the link "Alabama Regulatory Boards & Commissions, Training Manual (posted 04/27/05)". The left sidebar contains a "CONTENT" menu with buttons for "Welcome", "Audit Reports", "Forms Publications", "History Authority", and "Legislative Committee". The bottom of the browser shows the Windows taskbar with the Start button and several open applications: Microsoft PowerPoint, Adobe Reader, and the Examiners of Public Accounts website. The system clock shows 3:46 PM.

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State of Alabama
Department of
Examiners of Public Accounts
Ronald L. Jones, Chief Examiner

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Welcome

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Forms Publications

History Authority

Legislative Committee

Forms and Publications

[SMART Budgeting Planned Audit Procedures](#)
[Vendor Disclosure Statement, State of Alabama \(posted 01/29/02\)](#)
[Competitive Bid Laws, State of Alabama \(02/01/03\)](#)
[Alabama Regulatory Boards & Commissions, Training Manual \(posted 04/27/05\)](#)
[Alabama Legislative Acts of the Regular Session 2004, Summaries \(posted 08/02/04\)](#)
[Hospital Audit Guide \(posted 05/21/05\)](#)
[Mental Health Audit Guide \(posted 05/21/05\)](#)
[Alabama Legislative Acts of the First Special Session 2004 & Regular Session 2005, Summaries \(posted 07/05/05\)](#)
[Alabama Government Accountability Forum Presentation \(08/30/05\)](#)
[Legal Compliance & Program Compliance Standards for Audits of Local Boards of Education \(05/18/06\)](#)
[Alabama Legislative Acts of the Regular Session 2006, Summaries \(posted 07/17/06\)](#)

If the document you need is not listed, or if it is too large for download,
E-Mail: [Examiners of Public Accounts](#)

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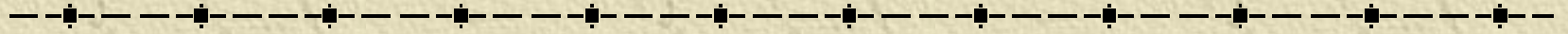
start Microsoft PowerPoint ... Adobe Reader - [Res... Examiners of Public A...

3:46 PM

The manual will be displayed in the Examiners website's right-hand pane. The pane will be subdivided for the table of contents and the manual text. Begin your search as previously described.

The screenshot shows a Microsoft Internet Explorer window titled "Examiners of Public Accounts - Microsoft Internet Explorer provided by AL Examiners of Public Accounts". The address bar shows "http://www.examiners.state.al.us/". The website header includes the Alabama state seal, the text "State of Alabama Department of Examiners of Public Accounts", and "Ronald L. Jones, Chief Examiner". A left-hand navigation menu titled "CONTENT" contains buttons for "Welcome", "Audit Reports", "Forms Publications", "History Authority", and "Legislative Committee". The main content area displays the title "TRAINING MANUAL For ALABAMA REGULATORY BOARDS and COMMISSIONS" and a large graphic of the Alabama state seal. The browser's status bar at the bottom shows "1 of 91" and "Trusted sites". The Windows taskbar at the very bottom includes the Start button and open applications: "Microsoft PowerPoint...", "Adobe Reader - [Res...", and "Examiners of Public A...". The system clock shows "3:49 PM".

For questions about the content of the Boards and
Commissions Resource Manual, please contact the
Operations Division of the Examiners of Public Accounts.



✦ Phone: (334) 242-9200

✦ Fax: (334) 353-1331

✦ Mail: P.O. Box 302251

Montgomery, AL 36130-2251